



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

1 March 2023

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 7 March 2023** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

Please contact the Town Hall Office (01929 553006) if you need further information on this agenda.

Members of Wareham Town Council

Councillor M Russell (Mayor)
Councillor C Turner (Deputy Mayor)
Councillor D Budd
Councillor M Cotton
Councillor R Dean
Councillor H Goodinge
Councillor K Green
Councillor M Humphries
Councillor L Kirk

Councillor D Cleaton
Councillor K Critchley
Councillor B Ezzard
Councillor Z Gover
Councillor V Green
Councillor S Kemp



FULL COUNCIL MEETING

A G E N D A

7 March 2023

1. Apologies for absence

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

2. Declarations of interest

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

3. Public participation time

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

4. Confirmation of minutes of previous meeting held on 31 January 2023

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 31 January 2023

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

6. Reports by the Dorset Council Ward Councillors and representatives on outside bodies

To receive the written report of the Dorset Ward Councillors and any further written reports from Town Council representatives on outside bodies.

7. Payment of outstanding creditors

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

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

8. To receive such communications as the Town Mayor may wish to place before the Council

9. Reports of Committees and Sub-Groups

To NOTE the minutes from the following Committees:

- a) Amenities Committee – 22/02/2023 (Draft)
- b) Personnel Committee – 17/01/2023 and 31/01/2023 (Draft)
- c) Planning and Transport Committee – 18/01/2023 and 08/02/2023 (Draft)
- d) Policy, Resources and Finance Committee – 14/02/2023 (Draft)

10. UK Bride Subscription

To NOTE the position in respect of the UK Bride Subscription and to APPROVE the payment being demanded.

11. Mayor/Deputy Mayor Elect nominations for the 2023/2024 Municipal Year

- a) To appoint a Mayor Elect for the 2023/2024 Municipal Year
- b) To appoint a Deputy Mayor Elect for the 2023/2024 Municipal Year.

In accordance with Standing Orders 10 a), b) and c) the order of succession is as follows:

Councillor	Date of Election	
David Budd	6/1976	
Keith Critchley	4/1985	
Doreen Cleaton	5/1991	
Keith Green	10/1998	
Malcolm Russell	5/2003	Mayor 2022/23
Carol Turner	6/2007	Deputy Mayor 2022/23
Hilary Goodinge	5/2015	
Lucia Kirk	5/2015	
Marion Cotton	6/2019	
Bob Dean	6/2019	
Beryl Ezzard	6/2019	
Zoe Gover	6/2019	
Vera Green	6/2019	
Maxine Humphries	6/2019	
Sue Kemp	6/2019	

12. Clerks Update

To NOTE the update from the Clerk in respect of work underway and ongoing issues.

13. Any other items the Mayor deems urgent

For report, information or for the agenda of the next meeting of the Town Council.

14. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 18 April 2023 at 7.00 pm.**

15. To Resolve to exclude members of the press and public – to agree that agenda item 15 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.

16. Update on Asbestos matter - Verbal

To NOTE verbal update on Asbestos matter.



Minutes of a meeting of the Town Council held on 31 January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Members Present: Councillors M Russell (Mayor), C Turner (Deputy Mayor), D Budd, M Cotton, B Dean, B Ezzard, H Goodinge, Z Gover, K Green, V Green, M Humphries, S Kemp.

Officers present: N Gray, Town Clerk and RFO, Dr G Pettifer, Deputy Clerk

559. Apologies for absence

Apologies were received and accepted from Cllr D Cleaton, Cllr K Critchley and Cllr L Kirk.

560. Declarations of interest

There were no declarations of interest.

561. Public participation time

There were no members of the public present.

562. Confirmation of the minutes of the previous meeting

The Mayor noted the additional word "map" in minute no. 554 and that Carey should not have an "s" at the end in minute no.556.

It was **RESOLVED** that subject to the above amendments the minutes of the meeting of the Town Council held on 31 January 2023 were approved and would be signed by the Mayor following the meeting.

563. Matters arising from the minutes of the previous meeting.

There were no matters arising.

564. Any other items the Mayor deems urgent

There were no items deemed urgent.

565. Date of next meeting

It was noted that the next meeting of the Town Council was scheduled to be held on Tuesday 7 March 2023 at 7pm.

566. Confidential session

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

567. Confidential staffing update

The Clerk provided Council with a confidential update on the staffing matters which had recently concluded, and the future staffing provisions being made.

It was **RESOLVED** that there would be a letter of thanks and apology from the Mayor to staff.

It was **RESOLVED** to give a public vote of thanks to the Clerk for the hard work she had done during her first six months in post.

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

DRAFT

Cllr Beryl Ezzard DC Report Wareham Town Council March 2023

Dorset Council (DC)

At the Full Council Meeting on Tuesday 14 February the Council Members approved a balanced Budget for next financial year setting the Council Tax at 3.99%. This is 1.9987% general increase with 1.9987% for Health & Social Care. There was an Amendment put forward for £500,000.00 for extra help to those in need because of the cost of living crisis, this was not approved. The DC had to ensure a balanced budget so have taken £6.5M of Reserves to support as a safety valve throughout the year. The following Full DC Meeting has been brought forward to 30 March for the Council to decide whether 200% Council Tax will be approved on Second Homes, to begin April 2024, as the Government require a year's notice to do so.

Energy Cap & Help for Households has fallen short!

The Energy Price Cap from April will increase but be held at £3,000 for households for 2023/24. This may change. More support funding from the Government has been available, however, this was snapped up by families within a couple of days, still leaving some Families without this extra support. Contact the DC partners Citizens Advice for advice and help. DC Cabinet approved, on 28 February using £2 million of its Reserves, to help families with the increase of the cost of living; this is now being made available for those in need, now that inflation is above 10%. The Chancellor's Budget in March may bring more relief on the Energy prices....

DC Road Works

Watch out for lots of local town streets that are being closed for Open Reach work during this month.. There has been a suggestion, by a resident, that the Causeway into Wareham be closed to motorised traffic. As this is in the Arne Parish, I have requested the PC to consider reducing the speed limit to 30 or even 20 mph, widening the pavement for dual use; cycling/pedestrians and have traffic calming – “give way” priority signs as a compromise to closing it to motorised vehicles and so reduce through traffic?

Wareham Warm Spaces update

The following Warm Spaces are available; Not Just Sundaes (NJS) 2 – 4 Tues to Friday; NJS houses the Wareham/Sandford “Community Fridge” with a range of frozen food and Bakery goods too. Library during opening hours plus Mondays “Cuppa & Company” 2.30 – 4.30pm. Carey Hall: open on Weds 10 -12 & Fridays 2 – 4 pm (Carey Hall successfully bid for a grant from the DC Community Fund for support.) Please encourage those who live on their own to take advantage, during the cold weather, as refreshments are free and table-top games may be provided.

Lidl Planning Application for a Store at Sandford

This is an ongoing Application with outstanding reports awaited.

Network Rail's Strategic Station Plan for Wareham - Consultation

“Strategic Station Plan” is a new term used to develop high level action plans for stations identified for service changes – Wareham has been chosen as a priority station to undergo analysis. In this instance the Dorset Connectivity Study recommends provision of the Dorset Metro service changes – the plan will involve looking at the layout, facilities, accessibility and opportunities as a travel hub. e.g. an extra 2 shuttle services to Brockenhurst. To assist modal shift from private car use to bus and train travel.

The Friends of Wareham Railway Station and I believe, Wareham TC have been requested to become Stakeholders in the process to participate in workshops this Spring

Cordite Way: Footpath 30

Unfortunately, the DC Environmental Health are investigating whether any ground disturbance will cause a health hazard, so are still holding up the progress, probably to beginning of August. Trees that need felling and trimming will be the responsibility of Jade-Aden.

Dorset Cllrs Monthly Advice Surgeries: These are on-going in the library.

Ryan-Third Tuesday every month at 5-6.30pm. Beryl-Second Friday every month 10.15 -12 noon.

Payments List - Meeting Date 07.03.23

ITEM 7

Inv.

Date	Ref No.	Payee	Amount	Details
01.02.23	53678	Wareham Cobblers	27.00	Set of keys for caretaker
31.01.23	518532	Loomis	31.57	Coin sorting January 2023
15.02.23		Wareham Summer Carnival	750.00	Grant
15.02.23		Carey Hut Charitable Trust	500.00	Grant
15.02.23		Lewis-Manning Hospice Wareham Christmas	1000.00	Grant
15.02.23		Lights	1000.00	Grant
15.02.23		Father Christmas Comm.	1000.00	Grant
09.02.23	1345222378	Trade UK	139.99	Step ladder
30.12.22	WGS 10947	Wessex Ground Services	49.57	Dec 8th grass cut at rec.
16.01.23	30	Sports & Play Consulting	6375.00	Consultancy fees re play area upgrade
18.01.23	1522651	PPLPRS	151.34	Music licence 2023
16.01.23	516536	Loomis	319.97	Money collection contract February 2023
09.02.23	71902716/0004	SSE Scottish Hydro	42.29	Depot electric 22.01.23 to 08.02.23
16.02.23	19608	Rejuvenate	90.70	Laptop repairs
20.02.23	71902716/0006	SSE Scottish Hydro	24.33	Depot electric 22.01.23 to 08.02.23
20.02.23	71902716/00025	SSE Scottish Hydro	-42.29	Credit depot electric 22.01.23 to 08.02.23
21.02.23	226	Emery Carpentry	220.00	Repair Quay toilets gents door
15.02.23	520329	Loomis	319.97	Monthly service contact March 2023
03.02.23	90874	Ashley Security	6.66	VAT on keys cut
23.02.23	146246	Comax	423.60	Jumbo toilet rolls
27.01.23	131827	R U Secure	238.80	Repairs to CCTV at Police Station
24.02.23	Refund	Customer	2.20	Refund of parking ticket no issued
23.02.23	1349839663	Trade UK	89.97	Asbestos signs, masonry brushes
23.02.23	14843	Robert Acton	120.00	Litter pickers & bag holders
25.02.23	19UG023-0005	Parish Online	180.00	Digital mapping subscription 2023/24
28.02.23	Feb23HMRC	HMRC	4453.42	PAYE & NIC February 2023
28.02.23	Feb23DCPF	D C Pension Fund	4217.85	Pension contribution February 2023
	Total BACS		21731.94	

Direct Debits & Card payments

10.02.23	5815017869	NALC	39.22	Emergency Planning training
11.01.23	390586423	Lloyds	7.00	Account charges 10.12.22 to 09.01.23
20.01.23	77903 20411	SSE SWALEC	197.23	Quay electricity 20.10.22 to 19.01.23
20.01.23	07970 30413	SSE SWALEC	448.02	HLane toilets electric 20.10.22 to 19.01.23
20.01.23	22897 20415	SSE SWALEC	1416.08	Town Hall electric 20.10.22 to 19.01.23
10.02.23	2074071661	EE	92.66	February 2023 mobiles & car park ticket lines
13.02.23	6585586	Adobe	9.98	AcrobatPro 09.02.23 to 08.03.23
14.02.23	530-1-2023	Just Park	106.31	Commission on Telephone receipts - Jan23
15.02.23	166508	Post Office	30.40	1st class stamps
24.01.23	PW508598	PWLB	2201.79	Loan repayment re Mill Lane roof
16.02.23	711780595	SSE SWALEC	-1416.08	Credit electricity usage 20.10.22 to 19.01.23
16.02.23	711780595	SSE SWALEC	415.42	Town Hall electric 20.10.22 to 15.02.23
16.02.23	451780284	SSE SWALEC	-448.02	Credit electricity usage 20.10.22 to 19.01.23
16.02.23	451780284	SSE SWALEC	179.51	H L toilets electric 20.10.22 to 15.02.23
22.02.23	1139405	Bonline	46.97	CCTV - Town Hall & Museum March 2023
28.02.23		Salaries	10538.21	February 2023 salaries
27.02.23	9004728859	Fuel Card Services	56.23	Van diesel
	Total DDRs Payable		13920.93	
		Total Payments	35652.87	



Minutes of a meeting of the Amenities Committee held on Wednesday 22 February 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members present: Councillors V Green (Chairman), D Budd (Vice Chairman), B Ezzard, H Goodinge, S Kemp, L Kirk.

Officers present: N Gray, Town Clerk & RFO, G Pettifer, Deputy Clerk.

593. Apologies for absence

Apologies were received from Cllr Turner.

594. Declarations of interest

There were no declarations of interest.

595. Public participation time

There was one member of the public present.

596. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Amenities Committee held on 11 January 2023 were **APPROVED** as a correct record of the meeting and signed by the Chairman.

597. Matters arising from the minutes of the previous meeting

There were no matters arising.

598. Quay Toilets Wall

The Deputy Clerk presented the report noting the wall could be finished so as to blend in with its surroundings by painting with a stone-coloured paint which could be done by the Grounds team.

It was **RESOLVED** for the Grounds team to paint the exterior with a grey-coloured masonry paint.

599. Howards Lane Toilets' Wall

The deputy Clerk presented a report which was discussed at length, with particular focus on anti-social behaviour and vandalism which was affecting the public conveniences.

It was **RESOLVED** the Clerk investigate options and quotes to remedy the problem for a future meeting.

600. Update on Play Areas

The Deputy Clerk presented the report noting the progress of the play areas, confirming that all had been completed in time for the half-term break in February.

An official opening was planned for Saturday 25th March, at 11.00am.

The Clerk reported that vandalism to the wet-pour surface and a seating bench at the Recreation Ground had been reported to the police. The Clerk asked all Councillors to urge residents to report all acts of vandalism and anti-social behaviour to the police.

601. Tree Survey

The Deputy Clerk presented a report noting the need to carry out a tree survey of tree stock in Howards Lane car park, Recreation Ground and Northmoor areas. Three anonymised quotes were considered.

It was **RESOLVED** a tree survey be undertaken and Dorset Council, Places Services, was selected to complete the work at a cost of £357.50+vat.

602. Review of the hire charges for the Town Hall and Recreation Ground facilities

The deputy Clerk presented a report noting the comparison to other local facilities, but that it was difficult to find like for like. The Committee considered the number of categories which had prices and felt it was too complicated and required simplification.

It was **RESOLVED** to propose to Policy Resources and Finance Committee the combining of categories Community and Voluntary Groups, which should also include Charities, and using the charges which were current for the voluntary groups in 2022/23. Commercial bookings for the Corn Exchange and Council Chamber, and for the Recreation Ground facilities would remain the same.

603. EPC Rating

The Deputy Clerk presented the report noting the need to have an EPC carried out on the Town Hall Building and Pavilion or lose the ability to rent out the spaces.

The Committee considered three anonymised quotes.

It was **RESOLVED** to instruct Reneweco Supplies to carry out the survey and report at a cost of £620.00+vat.

604. Any other items the Chairman deems urgent

The Clerk noted the staff safety issues in respect of the cleaning of the public toilets and relayed the view of the Health and Safety Advisor as well as the Internal Auditor, who had both agreed it should be raised at the meeting. Both had agreed that outsourcing the toilet cleaning and locking up to a cleaning company was the most responsible option. The Clerk had sought 5 quotes with only one company being willing to quote on a fixed two-year costing, and although no decision could legally be made at the meeting, it was felt that it was an urgent safety issue which could not wait. The matter would return for retrospective approval at the next meeting, with a full report of costings, budgets and arrangements.

605. Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 5th April 2023.

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



Minutes of a meeting of the Personnel Committee held on 17 January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 3pm

Councillors Present: Councillors D Budd (Chairman), K Critchley, Z Gover, K Green, L Kirk, M Russell and C Turner (Vice Chairman)

Officer Present: N Gray, Town Clerk and RFO

521. Apologies for absence

There were no apologies for absence.

522. Declarations of Interest

There were no declarations of interest.

523. Public participation time

There were no members of the public present.

524. Confirmation of the minutes of the Personnel Committee meeting

The Clerk read out the minutes of the Committee held on 25 October 2022 in the absence of them being included in the meeting papers in error, which were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

525. Matters arising from the minutes of the previous meeting

There were no matters arising.

526. Update on Pay Award

The Clerk provided an update on the NJC pay award which had been emailed to members in November when the pay deal had been settled. The agreement had seen all pay scales have £1 per hour added and from 1 April 2023 an additional day's leave would be granted taking the annual leave allowance from 22 days to 23, with an additional 3 days on the completion of 5 years continuous service.

The report was NOTED.

527. Any other items the Chairman deems urgent

There were no items deemed urgent.

528. Date of the next meeting

To note date of next meeting: **21 March 2023 10:30**

529. Confidential session

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

530. Staff Review

The Clerk presented a revised job description and person specification for an Administrative Officer and recommended the Committee consider going out to advert as soon as possible if they were agreeable.

The Clerk also presented a revised staff structure for the organisation explaining that consultation with employees would take place before any changes were made, but indications from informal meetings had been extremely favourable.

It was **RESOLVED** to approve the new staff structure and to advertise for an Administrative Officer without delay, with recruitment for the remaining vacant posts to be done once the consultation had been satisfactorily completed.

Chairman Date



Minutes of a meeting of the Personnel Committee held on 30 January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 10am

Councillors Present: Councillors D Budd (Chairman), Z Gover, K Green, L Kirk, M Russell and C Turner (Vice Chairman)

Officer Present: N Gray, Town Clerk and RFO

559. Apologies for absence

Apologies for absence were received and accepted from Cllr K Critchley.

560. Declarations of Interest

There were no declarations of interest.

561. Public participation time

There were no members of the public present.

562. Confirmation of the minutes of the Personnel Committee meeting

The Clerk read out the minutes of the Committee held on 17 January 2023 in the absence of them being included in the meeting papers in error, which were **APPROVED** as a correct record of the meeting and were signed by the Chairman following the meeting.

563. Matters arising from the minutes of the previous meeting

There were no matters arising.

564. Any other items the Chairman deems urgent

There were no items deemed urgent.

565. Date of the next meeting

To note date of next meeting: **21 March 2023 14:00**

566. Confidential session

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

567. Update on Staffing

The Clerk provided an update on the progress with the new posts which were both out to advert and had closing dates in February, the Deputy Clerk's progress with CiLCA registration, and confirmed the recent staffing matters which had been through the disciplinary process were now completed.

The Clerk provided the Committee with information which had come to light following the process which was not known at the time and would be shared with Council for transparency and learning.

Chairman Date



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 18 January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Green (Chairman), Z Gover (Vice Chairman) D Budd, D Cleaton, B Dean, M Humphries

Officers present: N Gray, Town Clerk and RFO

531. Apologies for absence

Apologies were received and accepted from Cllr M Humphries.

532. Declarations of interest

There were no declarations of interest.

533. Public participation time

There were no members of the public present.

534. Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 7 December 2022 were approved and signed by the Chairman.

535. Matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the previous meeting.

536. Planning Applications

The following planning applications were received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider:

Application Number:	P/NMA/2022/07519
Location:	10 Bestwall Road Wareham BH20 4HZ
Proposal:	Non-material amendment to approved P/A P/HOU/2022/02882 (Erect rear single storey extension with integral single garage plus carport, front roof window and changes to external roof and wall finishes) to reduce the scheme to save costs

Decision required by:	N/A – FOR INFORMATION ONLY
------------------------------	-----------------------------------

Decision:	NOTED
------------------	--------------

Application Number:	P/HOU/2022/07440
Location:	Flat 2 South Bestwall House 2 Bestwall Road Wareham Dorset BH20 4HZ
Proposal:	Demolish existing single story flat roof kitchen extension and demolish existing conservatory,

rebuild new Orangery with Re-in statement of chimneys as passed on previous applications

Decision required by: 22 December 2022 (Ext agreed to 19 January 2023)

Decision: No Objection

Application Number: P/LBC/2022/07441

Location: Flat 2 South Bestwall House 2 Bestwall Road
Wareham Dorset BH20 4HZ

Proposal: Demolish existing single story flat roof kitchen extension and demolish existing conservatory, rebuild new Orangery with re-instatement of chimneys as passed on previous applications

Decision required by: 22 December 2022 (Ext agreed to 19 January 2023)

Decision: No Objection

Application Number: P/HOU/2022/07736

Location: 195 Northmoor Way Wareham BH20 4DE

Proposal: Erect proposed single storey rear extension and alterations. New porch to front. New window to side elevation.

Decision required by: 19 January 2023

Decision: No Objection

Application Number: P/TRC/2023/00145

Location: Land adjacent to 1 Wyatts Lane, Wareham, BH20 4NH

Proposal: T1 Ash - Fell to ground level.

Decision required by: N/A – FOR INFORMATION PURPOSES ONLY

Decision: NOTED

537. Planning Decisions

The Planning Decisions report was noted.

538. Tree Preservation Order

The Committee considered the item, and it was **RESOLVED** that there were No Objections.

539. Enforcement Action Information in Respect of Illuminated Signage

The Committee considered and NOTED the responses from Dorset Council.

540. Sitting Out Application

The Committee considered the application and **RESOLVED** to retrospectively approve the majority decision given by email which was to have No Objection.

541. Any other items the Chairman deems urgent

There were no items deemed urgent.

542. Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at 7.00pm on 8 February 2023.

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



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 8 February 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Green (Chairman), Z Gover (Vice Chairman) D Budd, B Dean, M Humphries

Officers present: N Gray, Town Clerk and RFO

568. Apologies for absence

Apologies were received from Cllr D Cleaton

569. Declarations of interest

There were no declarations of interest.

570. Public participation time

There were no members of the public present.

571. Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 7 December 2022 were approved and signed by the Chairman.

572. Matters arising from the minutes of the previous meeting

There were no matters arising.

573. Planning Applications

The following planning applications were received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider:

Application Number: P/ADV/2023/00296
Location: 11-13 South Street Wareham BH20 4LR
Proposal: Installation of a Sevilocker prescription collection machine into the existing shopfront window

Decision required by: 13 February 2023

Decision: No Objection

Application Number: P/FUL/2023/00328
Location: Garage to the rear of 18 & 20 South Street Trinity Lane Wareham BH20 4LT
Proposal: Rebuild existing garage

Decision required by: 14 February 2023

Decision: No Objection

574. Planning Decisions

The planning decisions report was noted.

575. Proposal to close the Causeway

Members considered the communications which had been circulated between a member of the public and Dorset Council, and discussed the positive and negative impacts to the Town should the Causeway be closed permanently.

It was **RESOLVED** to not support the proposal and notify Dorset Council of the Town Council's decision.

576. Any other items the Chairman deems urgent

The Clerk advised that she had received emailed correspondence from the planning department at Dorset Council whereby two planning applications which Wareham Town Council had objected to were to be considered by the Dorset Planning Committee. Both were being heard at the Allendale Centre in Wimborne on 22 February 2023 and it was advisable that the Council was represented and spoke regarding both applications. The Committee members would email the Clerk the following day with their intentions as to who would be attending.

577. Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at 7.00pm on 1 March 2023.

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



Minutes of a meeting of the Policy, Resources and Finance Committee held on 14 February 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: D Budd (Acting Chairman), M Cotton, K Green, V Green, M Russell, C Turner

Officers present: Nicola Gray, Town Clerk & RFO; Gale Pettifer, Deputy Clerk

578. Apologies for absence

Apologies were received and accepted from Cllr K Critchley and Cllr Z Gover.

579. Declarations of interest

Cllr M Cotton declared an interest in Item 7 Grants, as the Chair of the Carey Hall Charitable Trust and would therefore not take part in any discussion or vote.

580. Public participation time

There were two members of the public present who spoke in support of Tower Chimes Magazine and the Visit Wareham website.

581. Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources, & Finance Committee, held on 10 January 2023, were **APPROVED** and signed by the Chairman.

582. Matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the previous meeting.

583. Methods of Public Engagement

Agenda Item 13 was brought forward to allow members of the public to hear the discussion on the current method and costs of public engagement and, should they wish, allow them to leave following the item.

The Committee considered the report and praised the quality of the Tower Chimes publication and both Tower Chimes and Visit Wareham websites but acknowledged that current methods of public engagement by Wareham Town Council were confusing and duplicated.

It was **RESOLVED** that the current arrangements be paused whilst consideration was given to what the Council needed in the way of public engagement, with a meeting to be held with Lewis-Fry Publications Ltd to investigate current arrangements, with a way of moving forward being explored. Recommendations from that meeting would return to a future meeting.

584. Payment of outstanding creditors

It was **RESOLVED** that the payments to creditors in the sum of £240,791.48 be approved.

585. Grants

Members considered the grant submissions from various local community groups and discussed each application on merit.

It was **RESOLVED** to approve the following grant applications:

Wareham Summer Carnival to receive £750

Carey Hut Charitable Trust to receive £500

Lewis-Manning Hospice Care to receive £1,000

Father Christmas Committee to receive £1,000

It was **RESOLVED** that the grant application for Sustainable Wareham was not approved as it did not meet the requirements of the grant awarding policy.

586. Review of Policies and Procedures

The Town Clerk presented the Health and Safety Policy, and Health and Safety Handbook for review.

It was **RESOLVED** the Council adopt both policies.

587. Mobile Phones

The Committee considered the report and compared the current arrangement with the proposed new contract with one provider for all staff mobile phones.

It was **RESOLVED** to enter a new two-year EE contract which would see 7 mobile phones and 2 SIM cards being held by the Council at £179 per month ex VAT.

588. CCTV

The Town Clerk provided a verbal update regarding the options for CCTV already agreed in principle for the town, noting the current provider was incapacitated at present and because of the urgent need to get CCTV installed it had been necessary to approach alternative contractors. This could be a timely option to completely overhaul the CCTV and some reserves had been identified which could cover the cost.

The verbal update was noted and a full report with quote would return to the next meeting.

589. Payroll Provider

The Committee considered the current and proposed arrangements for Wareham Town Council Payroll.

It was **RESOLVED** to approve the outsourcing of Wareham Town Council's payroll function to Dorset County Payroll Service for a minimum of three years from 1 April 2023 at a cost of £1,800.61 per annum.

590. Accounting software

The Town Clerk provided a report on the current accounting software and a proposed new package, Scribe Accounting, which would provide much greater transparency and an attached booking facility for the Town Hall and sports pitches. It would enable Councillors read only access to the full accounts to view transactions and would provide much better reporting ability.

It was **RESOLVED** to adopt Scribe Accounting from 1 April 2023, at a cost of £1,914 per annum.

591. Any other items the Chairman deems urgent

The Chairman asked if it may be appropriate to consider the appointment of 'internal auditor' as it had been some years since fresh eyes had viewed the Council from an audit perspective and asked that this be placed on a future Agenda.

592. Date of next meeting

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.00pm on 28 March 2023.

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



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 7 March 2023

Agenda Item: 10

Subject:	UK Bride subscription
Prepared by:	Gale Pettifer - Deputy Clerk
Purpose of Report:	To inform the Council of the position in respect of the UK Bride subscription and to recommend approval for the payment being demanded.
Background:	<p>In August 2021, a contract was agreed between Whitespace Publishers Ltd, trading as UK bride, and a member of Wareham Town Council staff (see Appendix 1) on an initial free six-month trial and then at a cost of £1999+vat per year.</p> <p>The subscription was charged and paid in February 2022, but at the automatic renewal in February 2023 the agreement was challenged.</p>
Key Points:	<p>It has been discovered that UK Bride is a notorious scam website, which purports to generate custom for venues licensed for weddings.</p> <p>Since August 2021, UK Bride has not generated a single lead for Wareham Town Council. However, UK Bride uses highly aggressive marketing to sell its subscriptions, followed up by extreme threats of legal action if their invoice is not paid. Reports in the media and on social media show many venues being victims of their selling tactics and fake enquiries being received.</p> <p>This company is well-versed in Consumer and Contract Law and whilst its practices are unsavoury and disreputable its contracts, as they are B2B, are binding and have less or no consumer protection.</p> <p>The contract is of no benefit whatsoever to Wareham Town Council.</p> <p>The termination of the UK Bride contract is a protracted and difficult process, but steps have been taken to end the agreement with UK Bride, however the invoice must be paid regardless.</p>
Implications:	<ul style="list-style-type: none">• Cost: The contract is binding and the cost of £2,398.80 (includes VAT).• Failure to pay will inevitably incur a legal claim from UK Bride.
Recommendation:	To NOTE the position in respect of the UK Bride subscription and to APPROVE the payment being demanded.

May 2021

File Name: Order Form May21



Order Form

UKbride, Whitespace Publishers Ltd, Boston Enterprise Centre,
Enterprise Way, Boston, Lincolnshire, PE21 7TW. Tel: 0800 112 3112.

Today's Date
13/8/2021

Full Name of Limited Company/Sole Trader/PLC
Wareham Town Council

Start Date
12/08/2021

Renewal Date
12/02/2022

Trading As Name
Wareham Town Council

Limited Company Number
N/A - Council

Supplier Data ID (for internal use only)
N/A

Main Contact Details

Ms.

Bev

Churchill

Fee (First Term)

6 MONTHS COMPLETELY FREE OF CHARGE

Address

Wareham Town Council
Town Hall
Wareham
Dorset
BH20 4NS

Campaign
PLATINUM

Radius
50 MILES

Priority listing included
YES

Details

UKbride online advertising package.

Category for Listing: Venue.

Includes: Supplier page, wall advertising, online advert,
unlimited daily promotion, unlimited photographs,
unlimited videos, unlimited text, unlimited real weddings,
unlimited wedding fairs and unlimited reviews.

Plus full UKbride dashboard functionality,
campaign score recommended minimum 90%.

Future Fee

£1,999+ VAT, 12-month term, payment by BACS

Telephone Number
01929 553 006

Email Address
office@wareham-tc.gov.uk

Website Address
<https://www.wareham-tc.gov.uk/default.aspx>

UKbride Representative
Abby Moon

Acceptance of the Terms and Conditions:

- I understand that this contract commences from the 'Start Date'.
- I authorise UKbride to automatically take regular payments each term of the 'Future Fee' if I have not obtained a unique STOP CODE BEFORE the 'Renewal Date'.
- If I choose to cancel, my account will be closed ONLY when I have received and can quote my STOP CODE. See Section 4.1.3 & 4.1.4 of our Terms and Conditions.
- I understand that this contract is subject to the Terms and Conditions which I have read. These are available online at www.ukbride.co.uk.
- I accept that this is an official agreement with UKbride and that I am the authorised person to act on behalf of the business listed above.

I have read and accept the terms and conditions on https://www.ukbride.co.uk/venue_terms_and_conditions.pdf YES

I have read and understood all information available to me on <http://www.ukbride.co.uk/freetrial> YES

NAME IN CAPITALS

Bev Churchill

AUTHORISED SIGNATURE

DocuSigned by:

70019C80387C49C...



UKbride, Whitespace Publishers Ltd, Boston Enterprise Centre,
Enterprise Way, Boston, Lincolnshire, PE21 7TW. Tel: 0800 112 3112.





WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 7 March 2023

Agenda Item: 12

Subject:	Clerks Update
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To provide Council with an update on the work being carried out by the office and ongoing issues.
Background:	The office continually works on actions resolved at meetings or deal with the day to day running of the Council and it is good practice to provide Council with updates for clarity and transparency.
Key Points:	<ul style="list-style-type: none">• Co-option: There was no election called by electors and so the vacancy must be advertised for those wishing to apply to be co-opted on to Council. The vacancy is currently advertised with a closing date of 29 March 2023, and the co-option meeting will take place on 18 April 2023 as part of the full Council meeting. Forms to apply are appended to the Casual Vacancy and Co-option Policy which can be found on the Town Council website.• Recruitment: Recruitment to both the Admin Officer and Caretaker/Grounds Operative are underway, with interviews taking place on Monday 6 March and Wednesday 8 March respectively.• Finance system: The change to the finance system is underway with the new system being set up over March ready to go live on 1 April. The old system will remain in place until the end of the 2022/23 audit and year end functions are complete. Councillors will receive emails advising them of how to log on for read only access to the new system in due course.• Play Areas: All four play areas have completed, and a grand opening is planned for 25 March at the Recreation Ground. The media have been invited and there will be a ribbon cutting ceremony.• Coronation: The Coronation arrangements are underway with a full closure of North Street being applied for which will enable residents to bring their own food and enjoy an afternoon of celebration. Carl Latimer (Keyboardist) has been provisionally booked to play. The closure will be from the cross road traffic lights on North Street through to Shatters Hill junction, with the 3 side streets also closed for access to North Street between 2pm and 5pm on Sunday 7 May.• Van: The large van has now been sign written and can be clearly identified as a Wareham Town Council vehicle. Fuel costs to the Council have plummeted since the change to staffing, with a spend of less than £100 per month compared to the more than £100 per week that it used to be. In addition, overtime has now been eliminated with only 1 hour being claimed in February for time before the new staffing arrangements commenced.

	<ul style="list-style-type: none"> • Wareham Planting: A meeting with Wareham Community Growers has taken place with agreed ways of working going forward being established. The Town Council will be supporting Wareham Community Growers to ensure that Wareham is shining for the Britain in Bloom competition entry. • TIC: Following the agreement for Not Just Sundaes to continue to provide a space for the visitor information service, connections have been made with Swanage regarding Purbeck maps and other ways of jointly promoting both towns. The electronic device for NJS is being investigated and should be in place for the start of the Tourism season. Work is ongoing. • Bench Survey: A survey of all the benches in the parish is being carried out to establish where work is required or replacements needed. A report on the outcome of the survey will be presented to Amenities when completed. • Street Cleaning: The Caretakers/Grounds Team have commenced litter picking across the town with areas mapped and planned out. It is hoped that when the team is fully staffed there will be further street cleaning carried out to compliment the litter picking. The team are working hard to get back to making Wareham a cleaner place for all.
Implications:	None to note – purpose is to update on previously agreed decisions and actions.
Recommendation:	To note the report.