



Town Hall
East Street
Wareham
Dorset
BH20 4NS

12 April 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 18 APRIL 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

18 April 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 7 March 2023

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

5. Matters arising from the minutes of the last meeting held on 7 March 2023

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

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

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

7. Payment of outstanding creditors – TO FOLLOW

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

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

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

9. Clerk's Update - Verbal

To receive the verbal report from the Clerk to update members on general matters.

10. Reports of Committees and Sub-Groups

- a) Amenities Committee – 5 April 2023 (DRAFT)
- b) Museum Committee – 15 March 2023 (DRAFT)
- c) Personnel Committee – 21 March 2023 (DRAFT)
- d) Planning and Transport Committee – 1 March 2023 and 22 March 2023 (DRAFT)
- e) Policy, Resources and Finance Committee – 28 March 2023 (DRAFT)

11. Co-option

To consider the applications for Co-option to the Council.

12. DAPTC Correspondence

To note the correspondence from Dorset Association of Parish and Town Councils.

13. Coronation Update - Verbal

To note the update on the arrangements for the Coronation Weekend.

14. ID Badges Policy for Councillors

To Consider the policy for Councillors ID badges.

15. CCTV

To consider the recommendation from Policy, Resources and Finance Committee in respect of the CCTV provision.

16. Public Toilets Cleaning Contract

To consider the recommendation from Policy, Resources and Finance Committee in respect of the cleaning of the Public Toilets.

17. Any other items the Mayor deems urgent

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

18. Date of next meeting

To resolve to **AGREE** the date of the next meeting, which will be the Annual Town Council Meeting, including the Mayor Making ceremony, originally scheduled for Thursday 18 May 2023 and Tuesday 30 May 2023 both at 7pm.



Minutes of a meeting of the Town Council held on 7 March 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, D Cleaton, M Cotton, B Dean, B Ezzard, H Goodinge, Z Gover, K Green, V Green, M Humphries, S Kemp, L Kirk, R Schofield

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

625. Apologies for absence

Apologies were received from Cllr Critchley and Cllr Cleaton for personal reasons.

626. Declarations of interest

There were no declarations of interest.

627. Public participation time

There were two members of the public present.

A member of the public gave a short presentation about full-fibre Broadband being rolled by their company across the Purbecks.

628. Confirmation of the minutes of the previous meeting

It was **RESOLVED** the minutes of the extraordinary meeting of the Town Council held on 31 January 2023 were approved and signed by the Mayor.

629. Matters arising from the minutes of the previous meeting

There were no matters arising.

630. Reports by Dorset Councillors and representatives on outside bodies

The report from Cllr Ezzard was **NOTED**.

631. Payments for outstanding creditors

The Town Clerk presented a list of payments for approval.

It was **RESOLVED** that payments in the sum of £35652.87 be approved.

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

There were no communications placed before Council.

633. Reports from committees and sub-groups

The minutes from the following meetings were **NOTED**:

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 – 14/0/2023 (Draft)

Cllr Goodinge asked for additional information regarding Tower Chimes, as contained in the Minutes of the Policy, Resources and Finance Committee. The Clerk informed the Council that a meeting had been arranged with the publisher, Lewis-Fry Publications Ltd, and a further report would be returning to the Policy, Resources and Finance Committee for consideration.

Cllr Goodinge asked for additional information regarding the installation of CCTV, as contained in the Minutes of the Policy, Resources and Finance Committee. The Clerk informed the Council that quotes were being obtained, and a budget identified. A further report would be presented to Council. Cllr Ezzard noted the desire to have a CCTV camera at the Rec to assist with the unsociable behaviour and vandalism taking place.

Cllr Goodinge asked why the payroll facility was being outsourced. The Clerk explained that the new arrangement would be compliant with Financial Regulations and other auditing requirements, unlike the current system which left Council open to Fraud.

625. UK Bride Subscription

Members discussed the report noting their disappointment that previous staff had been able to tie the Council into such an arrangement.

It was **RESOLVED** to approve the demand for payment to the sum of £2,398.80 inclusive of VAT, from Whitespace Publishers, trading as UKBride.

Cllr Goodinge asked for unequivocal assurance from the Clerk that no member of staff be able to commit the Council to such a financial burden without official authorisation in future. The Clerk informed Council that, with new staff in place, rigorous financial procedures being implemented, and access being granted to Councillors to view the accounts live, there would be greater financial probity and transparency of procedures, which would mitigate such risks.

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

Cllr Gover proposed Cllr Turner as Mayor Elect for the 2023/24 Municipal Year, and Cllr Cotton second the motion.

It was unanimously **RESOLVED** to nominate Cllr Turner as Mayor Elect for the 2023/24 municipal year.

Cllr Gover proposed Cllr Cotton as Deputy Mayor Elect for the 2023/24 Municipal Year, and Cllr Turner seconded the motion.

It was unanimously **RESOLVED** to nominate Cllr Cotton as Deputy Mayor Elect for the 2023/24 municipal year.

Cllr Budd asked for a Point of Order and requested that Cllr Goodinge and Cllr Kirk be asked to formally withdraw from the order of succession, as Mayor Elect and

Deputy Mayor Elect respectively. Cllr Goodinge and Cllr Kirk both cited prior commitments that would prevent their accepting the civic honour.

627. Clerk's Update

The Clerk noted the report would be a standing item on Council's agenda going forward to provide members with information as to what work is being carried out by the office, and at what stage work is at in respect of resolutions made by Council. The update was welcomed by Councillors.

Cllr Ezzard commended the Clerk on her informative feedback, and the officers for their work.

Cllr Russell asked a question about the purchase of new park benches within the town and Cllr Budd drew his attention the Wareham Town Council's Policy on Street Furniture.

628. Any other items the Mayor deems urgent

There were no other items.

629. Date of next meeting

It was noted that the next meeting of the Town Council was scheduled to be held on Tuesday 18 April 2023 at 7.00pm.

630. To Resolve to exclude members of the press and public

It was **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

631. Update on Asbestos matter - verbal

The Clerk provided a verbal report on Health & Safety matters regarding asbestos.

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



Minutes of a meeting of the Amenities Committee held on Wednesday 5 April 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, C Turner,

Cllr B Dean was in attendance.

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

671. Apologies for absence

Apologies were received from Cllr Kemp and Cllr Kirk due to ill health.

672. Declarations of interest

There were no declarations of interest.

673. Public participation time

There were no members of the public present.

674. Confirmation of the minutes of the previous meeting

Cllr Budd noted the abbreviation EPC should be noted in full to explain its meaning.

Subject to the above amendment, the minutes of the previous meeting of the Amenities Committee held on 22 February 2022 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

675. Matters arising from the minutes of the previous meeting

Minute 607. The Clerk reported that the external wall of The Quay toilets had been painted and members agreed that it looked very nice.

Minute 608. Howards Lane toilets' wall. It was agreed that the building work, to reduce vandalism and anti-social behaviour, might be negated by the installation of CCTV. This would depend on the approval of the CCTV works by Full Council and the cooperation of the Masonic Hall.

676. Finger Post Repair or Replacement

The Committee **RESOLVED** that option 2 be approved, which was to repair the broken finger post, with a new bracket on the existing pole, at an approximate cost of £320.00, by Normtec.

677. Energy Performance Certificate (EPC) Rating

Cllr Budd asked that the survey be made available to the Buildings Task and Finish Group as there may be work which could be completed as part of a larger project.

The EPC Survey Report was **NOTED**.

678. Town Hall Roof Repair

Members discussed the report, and the damage was clarified.

It was **RESOLVED** to accept Contractor A (Complete Roofing Solutions (CRS)) to conduct the Town Hall roofing repairs as specified in the report at a cost of £1086.00+vat. Members requested that photos be obtained from the Contractor of the roof when they carry out the work.

679. Tree Survey

The Clerk provided the Committee with a breakdown of the budgets for the work to ensure there were enough funds to complete it, and that works would not be carried out until the end of nesting season in the Autumn.

The Deputy Clerk confirmed that the Contractors had agreed to hold their quotes until the Autumn when the work could be done.

It was **RESOLVED** to Approve Contractor A (SDS Treeworks) to carry out the recommendations in the Tree Survey, at a cost of £5840.00.

680. Wareham Community Growers Purchase Requests

The report was discussed, and the request considered, with members agreeing that the requests were reasonable in ensuring the Wareham in Bloom application is as successful as possible.

It was **RESOLVED** to purchase a motorised utility cart, battery and charger at a cost of £1,049 +VAT from OHE Horticultural Ltd.

It was **RESOLVED** to purchase a large heritage barrel planter, along with nine small heritage planters at a cost of £1,113 +VAT from Amberol Ltd.

Both purchases to be funded from the Wareham in Bloom earmarked reserve.

681. Wareham Christmas Market

The Chair provided a background on the position and emphasised that the working party needed to have maximum community engagement with Council being the facilitator.

It was **RESOLVED** to set up a working party to oversee the Christmas Market arrangements. The working party would include the Chair and Vice Chair of the Amenities Committee, with the Deputy Clerk providing the admin, the remainder of the Committee would be made up of representatives from local businesses and voluntary groups. It was hoped the event would be self-funded. Council agreed a new budget line which covered the Road Closure, Advertising and Insurance to a total of £2,000.00.

682. Wareham Stones

The Clerk presented the report on the installation of the monolith stones which had been donated by Bloor Homes some years ago. The Clerk had met with Dorset Highways at a number of locations and the two sites which they had agreed were suitable were indicated in the report.

It was **RESOLVED** that the stones be installed on the left adjacent to the footpath into the new development on the approach into town from Worgret roundabout and

in between Sandford Road and the footpath on the approach into Wareham from Sandford, just beyond the “Welcome to Wareham” sign.

683. Wareham Mens Shed

Members considered the request from Wareham Men’s Shed and discussed various possible venues for a permanent workshop. However, the Committee felt that, whilst this was a worthy project, there was no suitable facility owned by the Council to accommodate the request.

Councillors would make individual recommendations of other non-council owned sites that may be of use to the Wareham Mens Shed.

684. Hedgehog Highway Project

Members considered the request from HedgehogsRUS and although the Committee supported the ethos of this national organisation and would encourage all residents to be ‘hedgehog friendly’, there was no budget for this initiative. It was further noted that local wildlife organisations, with similar schemes, were well supported.

685. Any other items the Chairman deems urgent

There were no items deemed urgent.

686. Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 17 May 2023.

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



Minutes of a meeting of the Museum Committee held on 15 March 2023 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.

Committee Members Present: Councillor B Dean (Chairman), Councillor D Cleaton (Vice Chairman), J Hall (Manager), H Scharnhorst (Curator), Gill Hennell.

Also Present: J Hale (Webmaster)

Officers Present: G Pettifer, Deputy Town Clerk

632. Apologies for absence

Apologies were received from N Dominy, B Buxton, D Kingman, V de Wit, and Councillor M Russell (Mayor).

633. Declarations of interest

There were no declarations of interest.

634. Public participation time

There were no members of the public present.

635. Confirmation of minutes of previous meeting held on 9 November 2022

It was **RESOLVED** that the minutes of the meeting held on 9 November 2022 were approved as a correct record and signed by the Chairman.

636. Matters arising from the minutes of the meeting held on 9 November 2022

Min No. 425 – Mrs Scharnhorst reported that a dehumidifier had been purchased and installed.

637. Reports by Committee members

The Committee noted the reports from the Curator, Manager and Webmaster.

It was noted two school trips to the Museum had been organised, and a visit from a group of Christchurch U3A confirmed. The museum's volunteers were busy preparing the exhibits and displays for the new season. The Committee thanked the volunteers for their support.

638. Museum Re-opening

The Manager provided an update regarding the museum re-opening, which was scheduled for Saturday 8 April at 10.00am. The Mayor, Cllr M Russell, had been invited to cut a ribbon and the Corn Exchange had been booked for refreshments. Finer details were to be agreed.

The Chairman requested that any tea and coffee served should be Fair Trade.

639. Any other items the Chairman deems urgent

The Chairman asked for an update regarding the Father Christmas event. The Curator and Manager reported that 300 children had visited the grotto. The new queuing system had worked well, and the walk through the Corn Exchange into a longer trail through the museum meant that more people were able to shelter from the bad weather. The Father Christmas Committee had promised a donation of at least £100 to the museum, which was expected to be paid imminently.

The Manager informed the committee that members of the Museum's Committee of Governance (COG) would like to investigate the possibility of becoming a Charitable Incorporated Organisation (CIO), with the support of Wareham Town Council. There was also a desire to explore working with the Swanage and Purbeck Development Trust, who act as an umbrella charity for various local charities, including Friends of Wareham Hospital, and Purbeck MS.

It was **RESOLVED** the Manager explore the process and implications of becoming a CIO and report back with further information.

640. Date of the next meeting

To note the date of the next meeting scheduled for **Wednesday 21 June at 7.00pm.**

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



Minutes of a meeting of the Personnel Committee held on 21 March 2023 in the Council Chamber, Town Hall, East Street, Wareham at 10am

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

632. Apologies for absence

There were no apologies.

633. Declarations of Interest

There were no declarations of interest.

634. Public participation time

There were no members of the public present.

635. Confirmation of the minutes of the Personnel Committee meeting

The Minutes of the meeting held on 30 January 2023 were **APPROVED** as a correct record of the meeting and were signed by the Chairman.

636. Matters arising from the minutes of the previous meeting

There were no matters arising.

637. Any other items the Chairman deems urgent

There were no items deemed urgent.

638. Date of the next meeting

The next meeting would be held on **6 June 2023 14:00**

639. 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*

640. Appointment of Caretaker/Groundsman

The Clerk noted to offer of appointment of Caretaker/Groundsman had been accepted by Mr Tom Hannam who would commence on 11 April 2023 at SCP 17.

641. Staffing Update

The Clerk updated members on the following items: -

- The new 3-week rota for the Grounds Team would commence on 17 April 2023.
- The admin Officer post had gone back out to advert following the recent interviews that had identified a preferred candidate, but who had declined the offer of employment. The closing date was set for 26 March 2023.

- The Deputy Clerk had commenced her CiLCA training.
- The office would be closed for 1 day the following week due to staff commitments.

642. Policies for Consideration

Members considered the proposed Uniform Policy and raised questions on specific areas. It was requested that the Clerk bring a short policy to Policy Resources and Finance to provide for Members ID for those who would like it.

It was **RESOLVED** to recommend APPROVAL of the Uniform Policy to Policy Resources and Finance Committee.

Chairman Date

DRAFT



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 1 March 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, D Cleaton, M Humphries

Officers present: N Gray, Town Clerk and RFO

615. Apologies for absence

There were no apologies for absence.

616. Declarations of interest

There were no declarations of interest.

617. Public participation time

There were no members of the public present.

618. Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 8 February 2023 were approved and signed by the Chairman.

619. Matters arising from the minutes of the previous meeting

There were no matters arising.

620. Planning Applications

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

Application Number: P/TRC/2023/00838
Location: Wareham Hospital Streche Road Wareham BH20 4QQ
Proposal: T1244 Sycamore - Reduce lateral branch over car park by approximately 2m.
T1471 Ash - Remove to ground level.
T1472 Sycamore - Undertake 'all over' crown reduction by approximately 2m to appropriate pruning points.

Decision required by: FOR INFORMATION PURPOSES ONLY

Decision: Noted

Application Number: P/CLP/2022/07398
Location: 26 Baggs Lane Wareham BH20 4FJ
Proposal: Conversion of an existing garage to be used as a habitable space planned to be used as a family playroom.

Decision required by: FOR INFORMATION PURPOSES ONLY

Decision: Noted

Application Number: P/HOU/2023/00744
Location: 55 East Street Wareham BH20 4NW
Proposal: The addition of an infill dormer between pitched roofs to create loft bedroom

Decision required by: 10 March 2023

Decision: No Objection – Committee should like to request that Planners consider a condition that the window overlooking the adjacent property be of obscured glazing and be fixed closed.

621. License Application – RSPB Arne

Members considered the application was not within the remit of Wareham and therefore it was **RESOLVED** that no response be given.

622. Planning Decisions

Cllr Dean provided feedback from the Dorset Planning Committee held on 22 February 2023, at Wimborne, whereby the planning application in respect of the replacement storage kiosk at the quay was considered and subsequently granted by members, despite Officer advice to not grant permission. It was noted the objection made by Wareham Planning and Transport Committee had been clarified by Dorset Council in that a license to the Riverboats operator had been granted which set out any restrictions regarding the slipway.

It was **RESOLVED** the Clerk would contact Dorset Council and request information regarding the restrictions to ensure there would be no breaches of the license and ensure the protection of the public slipway.

The planning decisions report was noted.

623. Any other items the Chairman deems urgent

The Clerk noted the NPPF consultation would be closing on 2 March 2023 and Dorset Council would be submitting a comprehensive response, as were NALC. An outline of the questions being asked was given and members considered the revised suggested NPPF was an improvement from the original proposal. It was considered the consultation required a high-level response and there was little to impact Wareham at this stage.

Members noted the letter in response to Welbeck Land which had been circulated electronically in February and there were no comments or additions required to its content. It was agreed the letter be formatted on headed paper for response.

624. 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 **Wednesday 22 March 2023**.

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



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 22 March 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, D Cleaton, M Humphries

Officers present: Gale Pettifer, Deputy Town clerk

643. Apologies for absence

There were no apologies for absence.

644. Declarations of interest

Cllr Gover declared a non-pecuniary interest in Item 6. Planning Application P/FUL/2023/00858.

645. Public participation time

There were no members of the public present.

646. Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on Wednesday 1 March 2023 were approved and signed by the Chairman.

647. Matters arising from the minutes of the previous meeting

The Deputy Clerk drew the attention of the Chairman to the minutes of the meeting, held on 8 February, which had been mis-numbered and showed an incorrect date. These errors had been rectified and the Chairman signed a corrected version.

648. 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/LBC/2022/07107
Location: 22 West Street Wareham Dorset BH20 4JX
Proposal: Replacement rear ground floor extension, restoration of the roof and general external & internal renovations.

Decision required by: 24 March 2023

Decision: No objection.

Application Number: P/HOU/2023/01177

Location: 22 West Street Wareham Dorset BH20 4JX

Proposal: Replacement rear ground floor extension, restoration of the roof and general external & internal renovations.

Decision required by: 27 March 2023

Decision: No objection.

Application Number: P/FUL/2023/00858

Location: St. Martin-on-the-Walls North Street Wareham BH20 4AG

Proposal: Instillation of new air source heat pump to the east end of the north aisle within the churchyard of St Martin on the Wall

Decision required by: 22 March 2023

Decision: No objection.

Application Number: P/FUL/2021/04965

Location: Unit 1&2 Daler Court East Street Wareham BH20 4JW

Proposal: Install replacement windows and doors

Appeal Reference: APP/D1265/W/22/3300177

Decision required by: 4 April 2023 – Notification of Appeal Letter Attached.

Decision: Deputy Clerk to draft letter of support and maintain original comment.

Application Number: P/TRT/2023/01310

Location: 14 Stowell Crescent Wareham BH20 4PY

Proposal: Group of 3x fir trees - Fell.
Plant replacement trees in location(s) as agreed with the Council and of a species again as agreed with the Council.

Decision required by: FOR INFORMATION PURPOSES ONLY

Decision: Noted.

Application Number: P/TRT/2023/01507

Location: 2 Christmas Close Wareham BH20 4RG

Proposal: T1 Lawson Cypress - Fell to ground level. Replant.

Decision required by: 6 April 2023

Decision: No objection.

649. Planning Decisions

The planning decisions report was noted.

650. Sitting Out Licence

It was **RESOLVED** to retrospectively confirm the decision of no objection agreed by email because of timescale restrictions.

651. Consultation on Permitted Development Rights

It was **RESOLVED** for Cllr Dean and Cllr Green to complete the consultation and forward to the Clerk for submission.

652. New Licence Application

It was **RESOLVED** there was no objection to the new licence application of the Garden Gate Tea Room.

653. Any other items the Chairman deems urgent

There were no items deemed urgent.

654. 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 Wednesday 12 April 2023.

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



Committee Members Present: Councillors K Critchley (Chairman), D Budd (Vice Chairman), M Cotton, Z Gover, K Green, V Green, M Russell, R Schofield, C Turner

Officers present: N Gray, Town Clerk & RFO

655. Apologies for absence

There were no apologies for absence.

656. Declarations of Interest

There were no declarations of interest.

657. Public participation time

There was one member of the public present who spoke in respect of item 14, in particular that Lewis Fry Publishing Ltd had withdrawn its work with the Council and had rebranded the Tower Chimes social media and website to Love it Local, which would have no connection to the Council.

658. Confirmation of the minutes of the previous meeting

Cllr Budd noted the Christmas Lights Committee had not been included in the list of grants which had been awarded. The Clerk agreed this should have been included and would amend the minutes following the meeting.

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources, & Finance Committee, held on 14 February 2023, were **APPROVED** subject to the above amendment and would be signed by the Chairman following the meeting.

659. Matters arising from the minutes of the previous meeting

There were no matters arising from the previous meeting.

660. Payment of outstanding creditors

A brief discussion was held regarding the UKBride payment to bring the Chairman of the Committee up to speed as he had been absent from the Council meeting where it had been discussed.

It was **RESOLVED** that the payments to creditors in the sum of £7,353.26 be approved.

661. Budget Monitoring Report

The Clerk presented the report noting the items which had been highlighted to members on the Cover sheet, in particular the two items being requested to earmark unspent monies of £350 to cover the ID Badges, should they be approved, and £2,000 to the vehicle replacement reserve.

It was **RESOLVED** to note the budget monitoring report and to earmark the requests of £350 for ID Badges and £2,000 for vehicle replacement.

662. Internal Audit Interim Report

Members noted the Internal Audit interim report.

663. Policies for Consideration

Members considered the Uniform Policy which had been recommended for approval by the Personnel Committee.

It was **RESOLVED** to Approve the Uniform Policy for Staff.

Members discussed the Members ID Policy which had been requested by the Personnel Committee and the budget from which it would be funded from.

It was **RESOLVED** to recommend the Members ID Policy to full Council for Approval with an indication as to the cost involved.

664. Evac Chair

Members considered the report and noted the view of the Health and Safety Advisor.

It was **RESOLVED** to remove the Evac Chair and not replace.

665. Town Council Hire Charges and Booking Fees

Members considered the proposed hire charges and booking fees which had been recommended for approval from the Amenities Committee. Some concern was expressed around the level of charges in the current climate, however, following discussion around the main kitchen being included in the hire charge for the Corn exchange, they were deemed fair.

It was **RESOLVED** to Approve the Hire Charges and Booking Fees, with a request that the Committee receive a report on the hire statistics and usage in 6 months.

666. Public Toilets Cleaning Contract

The Clerk presented the report noting the hourly rate in the Cover sheet for staff was in fact £13.96 not £12.50 which made the figures even higher for staff to carry out the clean each day.

Cllr Critchley expressed concerned that there had been a contractor in place previously who had not provided the expected service, and the Clerk advised they had not been a cleaning company but were a car washing company. The company who had quoted were a reputable cleaning company, were local and would be employing local individuals. The Clerk further advised the Committee should note the advice from the Health and Safety Advisor, as well as recognising that the locking of the toilets would have to continue at 4.30pm year round if staff carried out the cleaning, as overtime and mileage were not agreed, and the other work which would not proceed if staff had to carry out the 4 hours cleaning each day, which was not recommended.

The Clerk advised that as the annual contract would amount to more than £10,000, the Committee would need to recommend to full Council if it agreed to proceed.

It was **RESOLVED** to recommend approval of the Cleaning Contract to full council at a fixed 2-year cost of £72 + VAT per visit.

667. CCTV

The Clerk presented the report which set out the costs and work involved in the refurbishment, reinstatement and installation of CCTV cameras, noting the quote had separated the cost of the reinstatement of the camera on the flyover in case Committee which to proceed without including that cost being as it was quite expensive.

The Committee considered the work and costs, and the Clerk highlighted the budget lines and earmarked reserves which could be used to cover the cost. The Committee requested the Police be approached for a contribution to the flyover camera costs.

It was **RESOLVED** to recommend the full works, which included options A, B and C, at a total cost of £21,135.62, to be taken from the 3 earmarked reserves listed in the report.

668. Wareham Town Council Communications and Publications

The Committee considered the comments made during the public participation section of the meeting and agreed the report was somewhat outdated as a result. It was felt that a rethink as to what was needed in the way of publication, website and social media was needed for the Council.

It was **RESOLVED** that the Clerk and Deputy Clerk research the position, considering what may be the best way to proceed with public engagement by the Council and report back to a future meeting.

669. Any other items the Chairman deems urgent

There were no items deemed urgent.

670. 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 Tuesday 9 May 2023.**

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



WAREHAM TOWN COUNCIL MEETING REPORT

Meeting Date: 18 April 2023

Agenda Item: 11

Subject:	Co-option
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To receive and consider written applications for the office of Town Councillor and to co-opt a candidate to fill the vacancy of Wareham Town Council.
Background:	<p>Following Mr Schofield leaving the council a vacancy arose and the requisite Co-option Policy has been activated.</p> <p>The vacancy was advertised in accordance with LGA 1972 and the Wareham Town Council Co-option Policy adopted in December 2022.</p>
Key Points:	<p>The process is as follows:</p> <p>Following receipt of application(s) and at the next Full Council meeting there will be an agenda item, as follows:</p> <p>‘To receive and consider written applications for the office of Town Councillor and to co-opt a candidate to fill the vacancy of Wareham Town Council.’</p> <p>Prior to Full Council, where applications for co-option will be considered, applications will ideally be circulated to all councillors at least three clear days prior to the meeting. If this is not possible, then applications will be tabled at the meeting and enough time allowed during the meeting for councillors to consider the applications. All applications will be marked ‘strictly confidential’ prior to circulation.</p> <p>6. Full Council – Co-option Meeting</p> <p>Candidates will have five minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of Wareham Town Council.</p> <p>After presentations have been made, members will have the opportunity to ask candidates a few questions before proceeding to vote. Note: If a candidate is unable to attend the meeting, the application can still be considered, and voting will be based on the application only.</p> <p>The process will be carried out in a public session and there must be no discussion between members prior to a vote being taken. Note: where the council are discussing the merits of a candidate and personal attributes, this could be prejudicial, and the council should resolve to exclude members of the press and public.</p>

	<p>If a candidate is a relative of a councillor, that councillor should declare a prejudicial interest and withdraw from the meeting. When all candidates have finished giving their submissions, the council will proceed to vote with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands. A recorded vote may be requested (Local Government Act 1972, section 12, para. 39).</p> <p>For a candidate to be elected to the council, it will be necessary for them to obtain an absolute majority of votes cast (50% plus 1 of the votes available at the meeting).</p> <p>If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.</p> <p>Only those Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled. The Chair has the casting vote. Votes cannot be made by proxy.</p> <p>The Clerk will notify Electoral Services of the new councillor appointment, initiate 'Acceptance of Office' paperwork and 'Registration of Interests' within twenty-eight days of being elected.</p> <p>If insufficient candidates come forward for co-option, the process should continue whereby the vacancies are advertised again.</p> <p>If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. Note: if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or a series of votes.</p> <p>Any candidate(s) found to be offering inducements of any kind will be disqualified.</p> <p>7. Elected Councillors – Co-option</p> <p>Successful co-opted candidates become councillors with immediate effect and are no different to any other member. Co-opted members will be asked to sign a Declaration of Acceptance of Office and agree to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. They may take their seat at council and are then able to be appointed to a committee.</p> <p>Any application can be considered in a candidates(s) absence but, if successful, members would need to agree for him/her to sign the Declaration of Office in accordance with Local Government Act 1972, section 83(3), either before or at the next Full Council meeting.</p>
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	The Clerk received 2 applications, both of which will be shared with members confidentially ahead of the meeting in accordance with the above policy.
Implications:	Wareham Town Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold an election, where applicable, to fill vacancies.
Recommendation:	To consider the applications for co-option.



Dorset Association of Parish & Town Councils (Affiliated to the National Association of Local Councils)

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16 February 2023

DAPTC Purbeck Area Member Councils
For the attention of the Chair & Proper Officer

Dear Member Council

DAPTC Representatives & Area Committees

DAPTC Executive Committee have asked those named below to write to all member councils with a request to ensure that council consider at their Annual Meeting in May, the appointment of at least one DAPTC Representative. This is in the hope that it stimulates participation in both Area Committees and our Executive Committee.

Background to the request

Over recent years we have seen a decline in the number of representatives both being appointed and attending the meetings convened quarterly. Whilst some area committees are still well attended either online or in person; others sadly have struggled to maintain commitment from member councils.

As an organisation we firmly believe this role and opportunity is vital to:

- Allow elected members to network and catch up;
- Ensure parish and towns have a collective voice;
- Share issues and problems to understand how other councils may be dealing with them;
- And hear from guest speakers on relevant local issues.

We are acutely aware one purpose of these meetings prior to the pandemic was to cascade information and that now many local councils, elected members and officers get their news 'fix' in a variety of ways. We see a role for Area Committees, albeit the content of them may need refining to accommodate the changes experienced in recent years.

As well as Area Committees being low on numbers attending, we also have lost a number of DAPTC Executive Committee members in the last 2/3 years. It is vitally important that in our constitutional structure we have representation from across the whole of Dorset and currently that doesn't exist.

What we would like you to do

We ask that council:

1. shares the attached document describing the different roles in our governance structure;
2. appoint at least one DAPTC representative and where possible a second in terms of deputy cover;
3. consider if their representative would like to help Chair or be Vice Chair to one of the Area Committees and let DAPTC know of this interest;
4. duly nominate and agree the appointment(s) at the Annual Meeting of Council in May 2023;
5. ask them to attend a briefing to be scheduled in late May/June by DAPTC to welcome them to their role.

Finally, can we ask you to share the survey link with councillors to ask for their feedback if they have historically attended meetings or might consider attending. This will help our planning, to let us know what content would be of interest and the format of meetings. This will go some way to ensure we meet expectations going forward.

[Area Committees Survey](#)

If you have any questions about this letter or the short survey please let us know.

Yours sincerely,

Neil Wedge

Chief Executive
DAPTC

John Parker

President
DAPTC

The Dorset Association of Parish & Town Councils



Supporting Member Councils

Information on the roles at DAPTC

Introduction

In this introduction we thought it would be helpful to explain the role of DAPTC's Executive Committee and members before moving on to the role of DAPTC Representative at your council.

Each Area Committee has representatives that join the Executive Committee and the number of positions reflects the amount of member councils in that catchment area. The current DAPTC Constitution provides for the following number of positions on the Executive Committee:

Eastern Area—2
Central Area—3
Northern Area—4
Western Area—2
Purbeck Area—2
BCP Council Area—2
Towns & Larger Parishes Area—4

Our challenge:

We currently have vacancies in a number of the areas which in effect means that part of Dorset currently has a less effective way of sharing issues and concerns in the locality, developing a collective voice on those issues or sharing how to address them.

We are most keen to re-establish and re-invigorate these forums in, Central, Northern, Western and Purbeck areas from May onwards this year.

Please help us help you in the coming months by discussing this before and at your Annual Meeting of Council. The successful structure we have as a membership body starts with your councils appointing a DAPTC Representative.

Further Information on the DAPTC Executive Committee

Organisation.

Like any governing body, the DAPTC Executive has a Chairman and Vice Chairman who are elected annually at the December meeting. The Executive is also attended by the DAPTC President and Vice President who are there to advise the Executive based on their experience. The Chief Executive DAPTC and Hon Treasurer also attend meeting and may be supported by office staff.

Timing of Meetings.

In normal conditions Executive Committee meetings are held in December, March, June and September. Papers for meetings are issued electronically 7 days before a meeting. The annual general meeting of the Association is held in November, normally in County Hall or online which has been the format in recent years.

Role of the Executive:

The Executive Committee are jointly responsible for the strategic and financial management of the Association. As a membership Association the primary role is to serve the needs of the membership whether they be advice or direction.

Role of Members.

As representatives, members should bring matters to the attention of the Executive where they might have a wider impact on the rest of the county Association. In the same way, it is essential that they take back to their area / T&LC committees any matter from the county that might be pertinent to the area. To keep the discussions pertinent, it is essential that members do not repeat what may have already been said and keep their offerings succinct.

Role of Officers.

The Chief Executive (CE) is responsible to the Executive for the day to day running of the Association. The CE is supported by a Customer Relationship Manager and Training Coordinator. The CE will liaise with other bodies, both locally and nationally, on behalf of the Association.

Guest Speakers.

Guest speakers may be invited to attend meetings to keep the Executive abreast of changes which might impinge on local councils.

Representation on Other Bodies. Members of the Executive are often requested to represent DAPTC at meetings of other county organisations. It is essential that any relevant matters are brought back to the Executive, normally in the form of a written report.

Code of Conduct. Unlike parish councils the Executive does not have Standing Orders, however, all members are always expected to observe the Code of Conduct, particularly in their dealings with officers and visiting speakers. As a representative body, the Executive is apolitical in all aspects of its work. The highest standards should be set by the leadership.

DAPTC Representative

Role Name	DAPTC Representative.
Role Progression	If you choose to or have a desire for wider input this can lead to becoming a Vice Chair or Chair of the Area Committee.
Elected / Nominated	In the first instance by your council and then potentially elected to Chair or be Vice Chair of the Area Committee at the Area AGM.
Tenure	Annual. Agreed in your council at the Annual Meeting of Council in May each year.
Description	<ul style="list-style-type: none"> • Attend all meetings of the Area Committee up to 4 times year. • Report back to your council any feedback and actions via the Clerk. • Sign up to the DAPTC Friday e-news to keep yourself abreast of current topics of interest for your council and encourage others to subscribe. • Gather feedback from your council to take forward to Area Committees. • Raise any issues that might be pertinent to the broader community of parish and town councils through your Area Chair or direct to DAPTC between meetings. • Have the flexibility to be able to attend in person meetings as well as those held online. • Respond to online surveys for your council, consulting and canvassing contributions to your submissions.
Qualities	<ul style="list-style-type: none"> • Ability to keep discussions succinct and pertinent • Ability to understand if issues may resonate with other councils locally

The DAPTC Representative role is a way you can engage and network with colleagues from across your local part of Dorset. The meetings are an opportunity to see how councils are tackling local issues and developing projects for the benefit of their communities.

You can also find out what help and support is available for colleagues in terms of briefings and training.

What we need your council to do

In the coming weeks ahead of your Annual Meeting of Council please take time to share this information pack amongst your fellow councillors so that there is a greater understanding of the important role of DAPTC Representative. Here a quick checklist for you to do:

1. Clerk to share this pack and the covering letter to councillors;
2. If time permits to discuss this ahead of the Annual Meeting of Council to raise the awareness;
3. Ensure that on the Annual Meeting of Council there is an agenda item to appoint a DAPTC Representative;
4. Post Annual Meeting of Council look out for dates for an onboarding meeting in your area to welcome you to the role for the period to May 2024.

If you would like more information on DAPTC and what we do the resources below may be useful. These include role profiles for Executive Committee positions and a short narrated video explaining what we do.

Access to DAPTC Role Profiles: [Click Here](#)

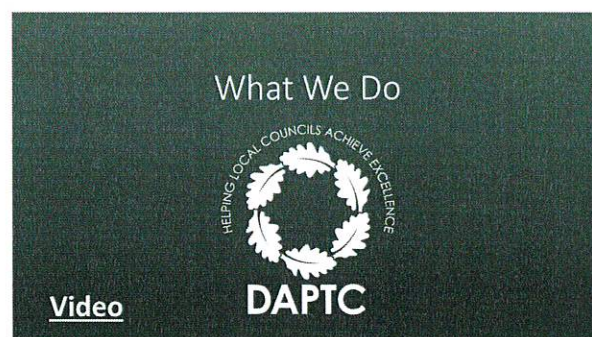
Access to DAPTC Training: [Click Here](#)

Access to DAPTC Working Together Webinars: [Click Here](#)

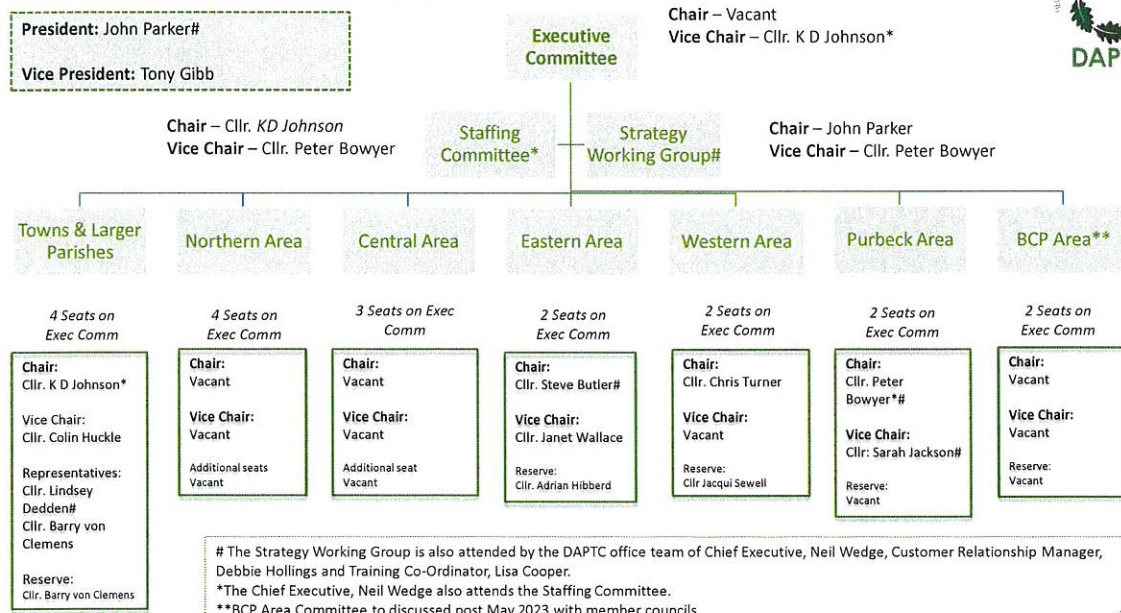
Access to DAPTC Area Committees: [Click Here](#)

To sign up to our Friday e-news direct: [Click Here](#)

We will be issuing meeting dates for those areas without Chairs/Vice Chairs in position from June/December after Annual Meetings of Council



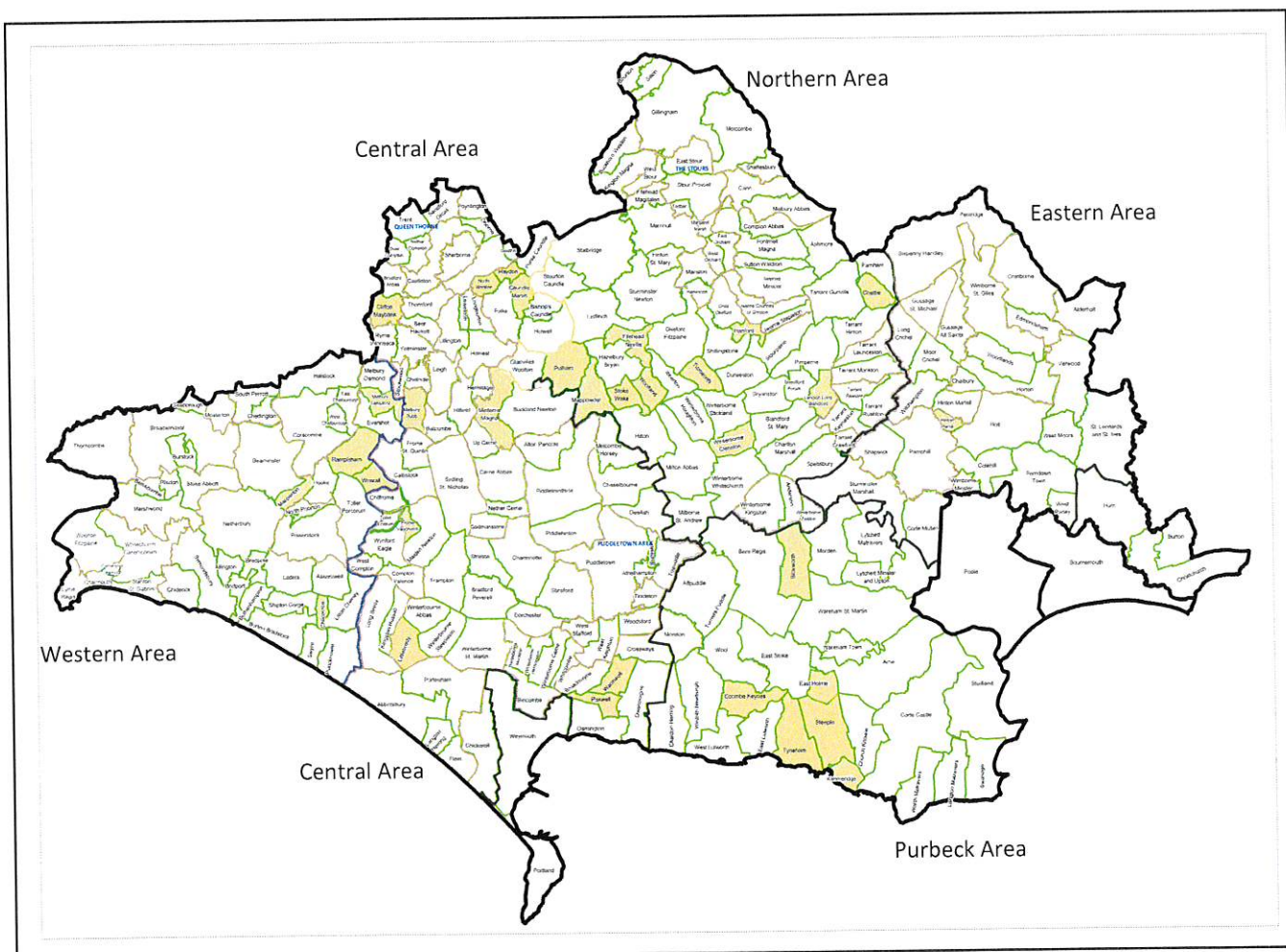
Executive Committees & Area Committees



Which DAPTC Area is your council represented within?

Shown below is a map of Dorset showing the boundaries for the DAPTC Area Committees. The boundaries are based on the historical geographical areas of the previous District Councils.

Due to the large area of the old West Dorset District Council, DAPTC chose to split this area into two, the Western Area and the Central Area. If you are unsure as to where your council lies, please contact DAPTC for confirmation.



Key:

Blue Line - split between Western & Central Areas

Brown Lines - Grouped Parishes

Coloured Parishes - Non-Members



WAREHAM TOWN COUNCIL MEETING REPORT

Meeting Date: 18 April 2023

Agenda Item: 14

Subject:	ID Badges Policy for Councillors
Prepared by:	Nicola Gray, Town & RFO
Purpose of Report:	To consider the following policies recommended by the Personnel Committee and Policy, Resources and Finance for approval.
Background:	<p>Wareham Town Council has never had a Members ID policy in place.</p> <p>ID provides security to the public when individuals are on Council business and provides staff and members with official identification when attending events and external meetings.</p>
Key Points:	<p>Costings for the ID Badges and Lanyards are as follows (EX VAT):</p> <p>Lanyard £2.66 each (£42.56 for 16) ID Card £2.00 each (£32 for 16) Card Holder £0.37p each (£5.92 for 16) Name Badges £2.75 each (£44 for 16)</p> <p>A one off set up fee of £30 +Vat is payable on the first order.</p> <p>Total for first order is approximately £154.48</p> <p>The cost of this could be easily covered by the Council's General Events budget which has £1,500 allocated for the 2023/24 financial year.</p>
Implications:	Correct identification of members is paramount when representing Council to provide a professional approach.
Recommendation:	To consider the recommendation of Approval from the Policy, Resources and Finance Committee the ID Badges Policy for Councillors.

WAREHAM TOWN COUNCIL

COUNCILLORS ID POLICY

1. PURPOSE

To ensure that Councillors are given the opportunity to present a professional image and ensure that there is consistent practice across Wareham Town Council ("the Council"), enabling identification of Councillors at external meetings and events.

To ensure that all Councillors are easily identifiable when on official Council business.

2. SCOPE

- 2.1 The Council expects Councillors to be always professional both within the workplace and when representing the Council and this policy provides guidance on the required standards of identification.

3. NAME BADGES/ID CARDS

- 3.1 ID Cards with a branded lanyard shall be issued to all Councillors who request it them OR with pin/magnetic badges.
- 3.2 For lanyards, the information side should be always on display and will display photo and name, along with the Wareham Town Council logo.
- 3.3 This should be shown when requested by the public or by visitors.
- 3.4 If a name badge or lanyard is lost, then it is the personal responsibility of the Councillor to immediately report the loss to the Town Clerk or Deputy Clerk. Replacements will be issued as soon as possible.
- 3.5 Should a Councillor resign, be disqualified, or is not re-elected, they shall return the Council lanyard and/or name badge to the Town Clerk as soon as practicable.



WAREHAM TOWN COUNCIL MEETING REPORT

Meeting Date: 18 April 2023

Agenda Item: 15

Subject:	CCTV
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider approval of the report in respect of the installation of further CCTV cameras and reinstatement of existing camera's not working, recommended by Policy Resources and Finance.
Background:	<p>Current CCTV provision is aging and the cameras at North Street and on the flyover have been lost for varying reasons.</p> <p>Staff safety, police enquiries and general public safety have all been of high profile in recent months, resulting in a frustrating situation whereby the CCTV in Wareham has proved inadequate.</p>
Key Points:	<p>The works being quoted for are as follows:</p> <ul style="list-style-type: none">• Takeover the existing system.• Relocate/extend the existing cabling from the maintenance office up to the cupboard in the 1st floor office.• Supply, install and commission a new 32ch Hybrid Recorder c/w 24tb of Storage.• Supply, install and commission turret cameras (1 to cover the gate and fire exit door and 1 to cover the rear courtyard area).• Supply and install 5mtr Column in the car park area adjacent to the ticket machine.• Supply, install and commission 3 varifocal bullet cameras to be fitted on the column to cover the car park, council vehicle parking area and car park entrance area.• Supply, install and commission 1 varifocal bullet camera to be located on the Masonic Lodge building to view towards the public toilet area.• Supply, install and commission the required Point 2 Point Links for the car park and toilet cameras to transmit the images back to the proposed new recording equipment location.• Relocate the exiting PTZ camera on North Street to a new building (exact building to be confirmed). We will utilise the existing equipment already in place.• Supply, install and commission 1 new additional PTZ to be fitted adjacent to the existing unit on North Street to face the other direction. We will utilise the existing transmission equipment.• We have allowed for (03) PoE Switches for the new cameras. <p>Additional/Optional Q16161 – Bridge Camera</p> <ul style="list-style-type: none">• Replace the existing PTZ Camera on the Bridge with a new IP Fully Functional PTZ.• Supply, install and commission and a Point 2 Point Link to be located on Carey Hall for viewing and control of the new/replacement camera.• Supply, install and commission the relevant power supply units and PoE Switches.• Create a VPN/Tunnel back to the Council Offices.



	<ul style="list-style-type: none">• Supply and fit 1 3mtr wall mounted column to Carey Hall to enable line of sight with the Bridge camera if required.• A full preinstall survey will be carried out prior to commencing the works for the Bridge Camera.• Containment has been allowed for where required. <p>The quote price is as follows:</p> <p>A = VSS System Remedial Works and Additions as detailed within our Quotation Ref: Q15916 = TOTAL £ 12,976.30 +VAT</p> <p>B Bridge Camera works as detailed within our Quotation Ref: Q16161 = TOTAL £ 7,344.32</p> <p>C Access Equipment Hire (if required) TOTAL = £ 815.00</p> <p>The Committee was asked to consider option A as essential work, with option B as optional.</p> <p>Three quotes were not forthcoming, and the current contractor has been incapacitated so is unable to provide the service. The Auditor is aware of the situation and agreed that the matter should proceed with one quote given it is dealing with a Health and Safety matter as well as security.</p> <p>The costs can be covered by a combination of reserves which have been held for a number of years, as follows:</p> <p>Wareham Wednesday's donation for CCTV £1,000 Car Park Maintenance £7,878.17 Property Maintenance £16,340.68</p> <p>The flyover camera was left as optional due to the cost and members agreed the police be invited to contribute towards the works in part B.</p> <p>The Policy Resources and Finance Committee agreed the work was necessary to protect the public and its staff and should be recommended to Council for Approval.</p>
Implications	<p>The total cost is greater than £10,000 and therefore needs full Council approval for the spend.</p> <p>Failure to carry out the work will leave Council with a system that is fast dilapidating and will cost more to replace in future years.</p> <p>Current positioning of the recording equipment does not comply with ICO rules for GDPR and should be only accessed by the Data Protection Officer (Town Clerk).</p>
Recommendation	<p>To consider the recommendation from Policy, Resources and Finance Committee to Approve the works A, B and C, funded from a combination of the reserves held.</p>



WAREHAM TOWN COUNCIL MEETING REPORT

Meeting Date: 18 April 2023

Agenda Item: 16

Subject:	Public Toilets Cleaning Contract
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To agree the appointment of the toilet cleaning contractor, agreed and recommended by Policy Resources and Finance Committee.
Background:	<p>A toilet cleaning contractor was in place some time ago, but this was taken in house around 2019 when issues with the contractor became apparent. The contractor of the time was a car washing company and not a cleaning company.</p> <p>It was recently identified that the toilet cleaner employed by the Council was working 7 days a week with no legal break, and so the arrangement needed reviewing. The recent staff changes also brought issues around staff safety to the fore, and also identified the disproportionate amount of time spent by the grounds team on cleaning, at the expense of other public services the Town Council provides.</p> <p>On advice from the Health and Safety Advisors, Council Staff lone working at the toilets in the evenings given the recent issues, and with a serious incident having already taken place, the toilets were closed each day at 4.30pm when the team were finishing for the day. This was agreed with the Chair and Deputy Chair of Amenities at the time.</p>
Key Points:	<p>Closing the toilets so early each day has caused some angst in the Town and abuse towards staff at times.</p> <p>The Clerk contacted the Chair and Deputy Chair of Amenities in early February advising them of the issues around the public toilets and provided some options to be considered. These were:</p> <ol style="list-style-type: none">1) Change the opening and closing times to 8 – 4.30pm permanently (this will be an issue in the summer months).2) Don't close them at all and leave them open 24/7 (there will be inevitable damage from drunken behaviour, and they will be messy until cleaned each day).3) Engage with a contractor to come in and clean both sets of toilets every day at 6pm and then lock them, which relieves the team from doing any cleaning or locking and removes the lone working issue. <p>The third option identified that the requested street cleaning provision could then be absorbed into the Grounds Team, negating the need to employ a lengthsman. It also places the issues of cover for leave and sickness onto the contractor rather than taking up valuable resources of the Council at these times.</p> <p>Quotes were requested from nine different cleaning contractors, with only 3 responding. One responded that they were fully booked and didn't wish to quote. Another asked some questions but has not responded or provided a quote. This left only one company providing a quote, and on the advice of the Auditor it was deemed acceptable to proceed with this one quote due to the</p>



Health and Safety impact if the Council fails to act. Best endeavours were used to obtain further quotes, with none forthcoming.

The Quote received is for a 2-year fixed price from 1 May and is as follows:

Description	Quantity	Unit Price	VAT	Amount GBP
Public toilets to be cleaned and locked daily at Wareham Quay and Howards Lane sites.	3.00	24.00	20%	72.00
PRICED PER CLEAN - Based on 7 days per week. 3 hours per day.				
365 days inclusive of bank holidays.				
Inclusive of all cleaning materials, chemicals and equipment required,				
public liability and key holder insurance.				
			Subtotal	72.00
			TOTAL VAT 20%	14.40
			TOTAL GBP	86.40

This cost is in comparison to employing 2 members of staff to provide a 7-day week service as follows:

Staff Salary £13.96 per hour x 1.5 (to allow for 2 employed members of staff covering leave and sickness) = £83.76 per visit (a 4 hour per day clean based on the hourly rate of the recently employed Toilet Cleaner x 1.5 people to cover leave and sickness)

Employer NI contributions @ 14.53% from 1 April 2023 on £83.76 = £12.17

Employers Pension Contributions at 22% on £83.76 = £18.42

This means to employ cleaning staff inhouse would cost the Council a total of £114.35 per cleaning day.

This doesn't include the cost of cleaning materials and equipment, which is included in the quote, a conservative estimated cost of around £1,500 per annum.

In addition to the above cost saving, the Council has restructured its staffing and as a result has made a net saving of £46,000 per annum. This is through not replacing the Operations Manager and Operations Supervisor and taking the toilet cleaner on full-time as a grounds team member, and employing an additional Grounds Team member, along with a revised Admin Officer post. There had also been £9,280.82 earmarked for the street cleaning provision, which is being absorbed into the newly structured Grounds Team. This provides approximately £55,000 which adequately covers the Cleaning Contract provision for 2 years.



	<p>The Committee members considered the report and costings and after much discussion agreed to recommend the cleaning contract to be approved by full Council.</p> <p>Post Committee meeting – it was noted the hourly rate for the cleaner had been based on the 2021/22 hourly rate not the 2022/23 hourly rate.</p>
Implications	<p>Using current staff will remove them from carrying out the duties which have been missing from the Town Council for some time and leaves the Health and Safety risk as unacceptable. It also does not deal with the issues around leave, and sickness which would remain a concern for staff cover if current staff carry out the cleaning.</p> <p>It is more cost effective to engage the quoted contractor to carry out the cleaning and locking of the public toilets.</p> <p>It will reduce the expenditure for the Council on cleaning materials and equipment.</p>
Recommendation	<p>To consider the recommendation from the Policy Resources and Finance Committee to Approve the appointment of the cleaning contract for a fixed 2-year period and price to carry out the cleaning and locking of the public toilets at the Quay and Howards Lane.</p>