



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

14 June 2023

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

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **TUESDAY 20 JUNE 2023** in the Council Chamber, Town Hall, East Street, Wareham at **19:00 hrs** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray  
Town Clerk

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

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

Councillor K Critchley  
Councillor M Cotton  
Councillor K Green  
Councillor D Robinson  
Councillor C Turner

Councillor D Budd  
Councillor Z Gover  
Councillor V Green  
Councillor M Russell



**POLICY, RESOURCES AND  
FINANCE  
COMMITTEE MEETING**

**A G E N D A**

**20 JUNE 2023**

**1. Appointment of Chair**

To elect by resolution the Committee Chair for the 2023/2024 municipal year.

**2. Appointment of Vice Chair**

To elect by resolution the Committee Vice Chairman for the 2023/2024 municipal year.

**3. Apologies for absence**

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

**4. Declarations of interest**

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

**5. Public participation time**

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

**6. Confirmation of minutes of previous meeting held on 9 May 2023**

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

**7. Matters arising from the minutes of the last meeting held on 9 May 2023**

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

**8. Payment of outstanding creditors (TO FOLLOW)**

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

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

**9. Bank Reconciliations for April 2023 and May 2023 (MAY TO FOLLOW)**

To approve the Bank Reconciliations for April 2023 and May 2023.

**10. Howard's Lane Public Toilets (TO FOLLOW)**

To consider the emergency lighting and electrical wiring required for the Public Toilets in Howard's Lane which is not budgeted for.

**11. Internal Auditor Review (Verbal)**

To consider the appointment of Internal Auditor for 2023/24

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

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

**13. Date of next meeting**

To note the date of the next meeting, which is scheduled for  
**1 August 2023 at 7.00pm.**



### Minutes of a meeting of the Policy, Resources and Finance Committee held on 9 May 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

The Chairman welcomed Cllr Ezzard to the meeting.

**742. Apologies for absence**

There were no apologies.

**743. Declarations of interest**

There were no declarations of interest.

**744. Public participation time**

Cllr Ezzard spoke on behalf of the Station Steering Group who had liaised with Dorset Council over signage for the Station Car Park

**745. Confirmation of the minutes of the previous meeting**

Minute. 676 should read Cllr Critchley not Cllr Budd

Minute. 685 should read 'Committee wished to proceed' and not 'Committee which to proceed'.

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 28 March 2023, were **APPROVED** subject to the above amendments and would be signed by the Chairman following the meeting.

**746. Matters arising from the minutes of the previous meeting**

There were no matters arising.

**747. Payment of outstanding creditors**

It was noted that receipts from Just Parking Ltd had been erroneously entered as payments. This had been amended and circulated to members prior to the meeting, which reduced the payment of outstanding creditors from £27,788.53 to £25608.52.

It was **RESOLVED** the payment to creditors in the sum of £25,608.52 be **APPROVED**.

**748. Invoice for Visit Wareham software**

Members discussed a request to make an ex-gratia payment for an invoice of £503.76 to Lewis-Fry Publishing in respect of booking software connected to the Visit Wareham website.

The Committee agreed that payment of the invoice could not be made, as it was not addressed to Wareham Town Council and would raise issues of financial

mismanagement and possibly VAT fraud. In addition, it was considered that the payment had been included as part of the invoice the Council had paid for the last quarter of 2022/23 year's Visit Wareham website invoice.

It was **RESOLVED** not to make payment for the invoice.

#### **749. Remembrance Day Parade Arrangements**

The Clerk requested that the Committee considered arrangements for the Remembrance Day Parade on 12 November 2023.

It was **RESOLVED** that the road closure should be outsourced in the same way as 2022 and the Clerk should engage with contractors as soon as possible.

#### **750. Car Parking Machines**

The Clerk updated members in respect of the charges for the Just Park car parking app used in Howards Lane car park. Just Park have mandated a 0.12p booking fee per transaction, payable by the app user, and a 12% MID fee (the charge made for using the payment system). However, they have waived the £50 per month management fee. The contract would be for 3 years with a rolling 12-month agreement on the same terms. The current signage at the ticket machines would have to be replaced to advertise the charges, and Just Park would provide stickers for this.

The Deputy Clerk presented the report regarding the options for maintaining the parking ticket machines when the 3G network is switched off by providers in 2024. The Deputy Clerk also noted there were some snagging issues which needed addressing, which could be carried out at the same time as the upgrade.

It was **RESOLVED** to request information for possible upgrading to 5G modems rather than 4G, with delegation to the Chair, Vice Chair and Town Clerk to instigate this if it were possible and the price was considered reasonable.

It was **RESOLVED** to adopt Option 1 and upgrade the modems to 4G in the existing car parking machines if 5G modems were not available.

#### **751. Memorial Bench Policy**

The Deputy Clerk presented the draft policy for consideration and members noted the following amendments to be made:

- Page 2, first para, change "Wareham Town Council" to "The Council".
- Page 2, fifth para, add the words "by law" after "or trees is not permitted".
- Page 2, ninth para, exchange the word "park" with the word "location".
- Page 3, fifth para, change "Wareham Town Council" to "The Council".
- Page 3, sixth para, change "Wareham Town Council" to "The Council".
- Page 3, seventh para, change "Wareham Town Council" to "The Council".

It was **RESOLVED** to adopt the Policy on Memorial Benches, Trees, and Shrubs subject to the above amendments.

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

The Clerk provided an update on the EV chargers in Howards Lane and reported that Dorset Council had agreed to pay the Masonic Hall's legal fees for the wayleave agreement so that the installation could proceed.

**753. 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 20 June 2023.

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

Draft

# Item 8

19 June 2023 (2023 - 2024)

## Wareham Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
189	Cleaning - HL Toilets	02/05/2023	PR&F 747	Lloyds Bank Business	DD	Toilet cleaning	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
189	Cleaning - Quay Toilets	02/05/2023		Lloyds Bank Business	DD	Toilet cleaning	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
63	Wareham in Bloom Reserve	12/05/2023		Lloyds Bank Business	BACS	Barrell planter	Amberol Ltd	S	975.20	195.04	1,170.24
157	Software Support	16/05/2023		Lloyds Bank Business	DD	Sage 50 payroll	Sage UK	S	25.00	5.00	30.00
186	Wareham in Bloom Reserve	23/05/2023		Lloyds Bank Business	Debit Card	Liners	Garden Selections Ltd	S	54.15	10.83	64.98
179	Plants for Display	26/05/2023		Lloyds Bank Business	Debit Card	Compost	NMSB	S	223.20	44.64	267.84
192	Cleaning - HL Toilets	01/06/2023		Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
192	Cleaning - Quay Toilets	01/06/2023		Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
184	Fuel	05/06/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	6.12	1.22	7.34
173	Equipment - New	09/06/2023		Lloyds Bank Business	BACS	Dishwasher	Trade UK	S	365.00	73.00	438.00
171	Uniform	09/06/2023		Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	12.49	2.50	14.99
171	Uniform	09/06/2023		Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	21.63	4.33	25.96
170	Cleaning - Town Hall	09/06/2023		Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	6.66	1.33	7.99
172	Maintenance - HL Toilets	09/06/2023		Lloyds Bank Business	BACS	Gaffer Tape	Trade UK	S	3.32	0.67	3.99
170	Maintenance - Rec	09/06/2023		Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	6.48	1.30	7.78
170	Maintenance - Rec	09/06/2023		Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	38.32	7.66	45.98
176	Office Cleaning	09/06/2023		Lloyds Bank Business	BACS	Janitorial supplies	Comax Uk Ltd	S	20.99	4.20	25.19
176	Maintenance - HL Toilets	09/06/2023		Lloyds Bank Business	BACS	Janitorial supplies	Comax Uk Ltd	S	176.50	35.30	211.80
176	Maintenance - Quay Toilets	09/06/2023		Lloyds Bank Business	BACS	Janitorial supplies	Comax Uk Ltd	S	176.50	35.30	211.80
174	Street Lighting	09/06/2023		Lloyds Bank Business	BACS	repair to faulty street light	Enerveo	S	76.32	15.26	91.58
191	Office Expenditure	09/06/2023		Lloyds Bank Business		equipment	Argos	S	29.16	5.83	34.99
191	New Equipment	09/06/2023		Lloyds Bank Business		equipment	Argos	S	29.16	5.83	34.99
182	Telephones	13/06/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	172.47	34.49	206.96
181	Wareham in Bloom Reserve	13/06/2023		Lloyds Bank Business	Debit Card	Liners	Garden Selections Ltd	S	54.15	10.83	64.98
182	Card Payment fees	13/06/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
182	Cash Payment Fees	13/06/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
163	Gas - Town Hall	15/06/2023		Lloyds Bank Business	DD	Town Hall gas monthly gas usi	Crown Gas & Power Ltd	L	85.61	4.28	89.89
194	Maintenance - HL CP	15/06/2023		Lloyds Bank Business		Lock	Screwfix	S	9.32	1.87	11.19
198	Street Lighting	19/06/2023		Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	136.02	6.80	142.82
198	Street Lighting	19/06/2023		Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	54.90	2.74	57.64
126	Telephone	23/06/2023		Lloyds Bank Business	DD	Museum Telephone	BT	S	29.99	6.00	35.99
166	Card Payment Commission P	23/06/2023		Lloyds Bank Business	BACS	Car park credit card processing	3C Payment UK Ltd	S	103.84	20.77	124.61
165	Telephones	23/06/2023		Lloyds Bank Business	BACS	Telecom services	Rejuvenate	S	79.86	15.97	95.83

**Wareham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
162	Rent	23/06/2023		Lloyds Bank Business	BACS	Quarterly rent	Aston Rose	S	2,062.50	412.50	2,475.00
162	Service Charge - Depot	23/06/2023		Lloyds Bank Business	BACS	Quarterly rent	Aston Rose	S	129.56	25.91	155.47
169	Software Support	23/06/2023		Lloyds Bank Business	BACS	Software support	Rejuvenate	S	514.28	102.86	617.14
168	Cash Payment Fees	23/06/2023		Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	50.45	10.09	60.54
175	Office Expenditure	23/06/2023		Lloyds Bank Business	BACS	Copier charges	Clarity Copiers Ltd	S	34.91	6.98	41.89
178	Mayor	23/06/2023		Lloyds Bank Business	BACS	Mayor's expenditure	Garden Gate Tea Room	X	817.00		817.00
177	Equipment & Buildings Maint	23/06/2023		Lloyds Bank Business	BACS	General maintenance	Complete Roofing Solutions	S	1,086.00	217.20	1,303.20
5	Bank Charges	25/06/2023		Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	7.85		7.85
103	Refuse Collection	25/06/2023		Lloyds Bank Business	DD	Town Hall monthly refuse colle	Suez Recycling & Recovery U	S	210.00	42.00	252.00
167	CCTV	25/06/2023		Lloyds Bank Business	BACS	CCTV	BOnline	S	99.00	19.80	118.80
164	Equipment & Buildings Maint	25/06/2023		Lloyds Bank Business	BACS	CCTV	BOnline	S	9.25	1.85	11.10
183	Grass Cutting - Hauses	25/06/2023		Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	143.45	28.70	172.15
183	Grass Cutting	25/06/2023		Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	197.22	39.44	236.66
188	Stock (for Resale)	25/06/2023		Lloyds Bank Business	BACS	Museum stock for resale	Amberwood Graphics	X	59.70		59.70
187	Mayor	25/06/2023		Lloyds Bank Business	BACS	Mayor's expenditure	Carol Turner	X	79.99		79.99
180	Stock (for Resale)	25/06/2023		Lloyds Bank Business	BACS	museum greeting cards	Soniartpurbeck	Z	19.20		19.20
185	Equipment & Buildings Maint	25/06/2023		Lloyds Bank Business	BACS	General maintenance	Thomas Hannam	S	5.91	1.18	7.09
193	Electricity - Quay Toilets	26/06/2023		Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	231.75	11.59	243.34
141	Cash Payment Fees	30/06/2023		Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	306.58	61.32	367.90
92	Subscriptions	30/06/2023		Lloyds Bank Business	BACS	Annual subscription	Modes User Association	S	80.00	16.00	96.00
195	CCTV	30/06/2023		Lloyds Bank Business	BACS	CCTV	CMB Electrical Services Dorset	S	280.15	56.03	336.18
196	CCTV	30/06/2023		Lloyds Bank Business	BACS	CCTV	CMB Electrical Services Dorset	S	160.00	32.00	192.00
197	CCTV	30/06/2023		Lloyds Bank Business	BACS	CCTV	CMB Electrical Services Dorset	S	237.50	47.50	285.00
<b>Total</b>									<b>14,144.81</b>	<b>2,555.98</b>	<b>16,700.79</b>



# Item 9a

13 June 2023 (2023 - 2024)

## Wareham Town Council

Prepared by: Amanda Crocker Date: 13 June 2023  
*Name and Role (Clerk/RFO etc)*

Approved by: Nicola Gray Date: 13 June 2023  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/04/2023</b>		
	Cash in Hand 01/04/2023		482,524.63
	<b>ADD</b> Receipts 01/04/2023 - 30/04/2023		298,805.70
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/04/2023		781,330.33
	<b>Cash in Hand 30/04/2023</b> (per Cash Book)		29,864.81
<b>B</b>			<b>751,465.52</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	0.00	
	Joint Burial Board 31/03/2024	76,474.00	
	Lloyds Bank Receipts 30/04/2023	662,658.65	
	Lloyds Bank Business Account (Pa 30/04/2023	12,332.87	
			<b>751,465.52</b>
	Less unrepresented payments		
			751,465.52
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>751,465.52</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
36	Rates - Town Hall	03/04/2023	720	Lloyds Bank Business	DD	Town Hall Rates	Dorset Council	E	1,075.69		1,075.69
27	Water - HL Toilets	03/04/2023		Lloyds Bank Business	DDR	Howards Lane toilets monthly	Water2Business 26972900	E	117.50		117.50
28	Water - Town Hall	03/04/2023		Lloyds Bank Business	DDR	Town Hall monthly water usag	Water2Business 09620000	E	53.50		53.50
87	Water - Pavilion	03/04/2023		Lloyds Bank Business	DD	water usage Pavilion	Water2Business	X	42.00		42.00
30	Water - Quay Toilets	03/04/2023		Lloyds Bank Business	DDR	Quay toilets monthly water usi	Water2Business 26887698	E	375.00		375.00
33	Rates - HL CP	03/04/2023	720	Lloyds Bank Business	DDR	Howards Lane car park rates	Dorset Council	E	991.05		991.05
108	Equipment & Buildings Maint	04/04/2023		Lloyds Bank Business	DD	CCTV	BOnline	S	39.14	7.83	46.97
107	Water - HL Toilets	04/04/2023		Lloyds Bank Business	DD	Howards Lane toilets monthly	Water2Business 26972900	X	-141.07		-141.07
26	Office Expenditure	05/04/2023	720	Lloyds Bank Business	DDR	Quarterly rental of Photocopier	Grenke Leasing Ltd	S	144.81	28.96	173.77
140	Water - Pavilion	06/04/2023		Lloyds Bank Business	DD	water usage Pavilion	Water2Business 09615109	X	-33.22		-33.22
131	Office Expenditure	11/04/2023		Lloyds Bank Business	DD	Acrobat Pro	Adobe Systems Software	S	8.32	1.66	9.98
37	Telephones	11/04/2023	720	Lloyds Bank Business	DDR	Mobile phone and car park tick	EE	S	192.58	38.52	231.10
37	Card Payment fees	11/04/2023	720	Lloyds Bank Business	DDR	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
37	Cash Payment Fees	11/04/2023	720	Lloyds Bank Business	DDR	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
147	Telephone	12/04/2023	720	Lloyds Bank Business	BACS	Museum Telephone	Wareham Museum	S	54.94	10.99	65.93
133	Fuel	17/04/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	80.23	16.05	96.28
31	Software Support	17/04/2023		Lloyds Bank Business	DDR	Sage 50 payroll	Sage UK	S	25.00	5.00	30.00
29	Gas - Town Hall	17/04/2023	720	Lloyds Bank Business	DDR	Town Hall gas monthly gas usi	Crown Gas & Power Ltd	S	345.66	69.13	414.79
134	Sundries	17/04/2023		Lloyds Bank Business	009243	Museum float	Wareham Museum	X	25.00		25.00
135	Service & Maintenance	18/04/2023		Lloyds Bank Business	Debit Card	Vehicle repairs	GSF Parts (Parts Retail Group	S	-26.26	-5.25	-31.51
136	Service & Maintenance	18/04/2023		Lloyds Bank Business	Debit Card	Vehicle repairs	GSF Parts (Parts Retail Group	S	21.94	4.39	26.33
112	Office Expenditure	18/04/2023		Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	7.00		7.00
39	Equipment & Buildings Maint	19/04/2023	720	Lloyds Bank Business	BACS	Mortice key for rear gate	Wareham Cobblers	E	10.00		10.00
90	Equipment & Buildings Maint	19/04/2023		Lloyds Bank Business		Maintenance of fire alarm syst	Dorset Electrical & Fire Alarm	S	729.60	145.92	875.52
100	Internal Audit	19/04/2023		Lloyds Bank Business		Internal Audit Review	Darkin Miller Ltd	S	507.08	101.42	608.50
22	Fuel	19/04/2023	720	Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S			
88	Uniform	19/04/2023		Lloyds Bank Business		Uniform Return Credit	Tower Supplies	S	-35.75	-7.15	-42.90
12	Maintenance - HL Toilets	19/04/2023	720	Lloyds Bank Business	BACS	Annual emergency lighting tes	Dorset Electrical & Fire Alarm	S	75.00	15.00	90.00
24	Cleaning - HL Toilets	19/04/2023	720	Lloyds Bank Business	BACS	General maintenance	WM Pond & Co	S	5.42	1.08	6.50
24	General Maintenance	19/04/2023	720	Lloyds Bank Business	BACS	General maintenance	WM Pond & Co	S	11.29	2.26	13.55
24	Cleaning - Quay Toilets	19/04/2023	720	Lloyds Bank Business	BACS	General maintenance	WM Pond & Co	S	3.75	0.75	4.50
20	Office Expenditure	19/04/2023	720	Lloyds Bank Business	DDR	Associate Membership Subscrip	South West Councils	S	485.00	97.00	582.00
8	Office Expenditure	19/04/2023	720	Lloyds Bank Business	BACS	Membership fee	SLCC	S	381.67	76.33	458.00

## Wareham Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
17	Maintenance - Quay Toilets	19/04/2023		Lloyds Bank Business	BACS	Smooth masonry paint 10ltr gr	Trade UK	S	-33.33	-6.66	-39.99
18	Maintenance - Quay Toilets	19/04/2023		Lloyds Bank Business	BACS	10ltrs grey masonry paint for C	Trade UK	S	33.32	6.67	39.99
18	General Maintenance	19/04/2023		Lloyds Bank Business	BACS	10ltrs grey masonry paint for C	Trade UK	S	15.83	3.17	19.00
19	Maintenance - Quay Toilets	19/04/2023		Lloyds Bank Business	DDR	5ltr grey masonry paint for Qu	Trade UK	S	24.99	5.00	29.99
3	Office Expenditure	19/04/2023	720	Lloyds Bank Business	BACS	Annual subscription	Dorset Association of Parish i	E	1,123.01		1,123.01
9	Plants for Display	19/04/2023	720	Lloyds Bank Business	BACS	Rebuild and restore damaged i	Wareham Area Men's Shed	E	750.00		750.00
24	Cleaning - Town Hall	19/04/2023	720	Lloyds Bank Business	BACS	General maintenance	WM Pond & Co	S	4.13	0.83	4.96
21	Software Support	19/04/2023	720	Lloyds Bank Business	BACS	Software support	Rejuvenate	S	441.70	88.34	530.04
13	Telephones	19/04/2023	720	Lloyds Bank Business	BACS	Telecom services	Rejuvenate	S	80.93	16.19	97.12
10	Maintenance - Quay Toilets	19/04/2023	720	Lloyds Bank Business	BACS	Sandtex masonry paint for Qui	Trade UK	S	25.00	5.00	30.00
91	Cash Payment Fees	19/04/2023		Lloyds Bank Business		Coin collection monthly service	Loomis UK Ltd	S	22.27	4.45	26.72
14	Cash Payment Fees	19/04/2023	720	Lloyds Bank Business	BACS	Coin collection monthly service	Loomis UK Ltd	S	266.64	53.33	319.97
23	Cash Payment Fees	19/04/2023	720	Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	41.02	8.20	49.22
104	Office Expenditure	19/04/2023		Lloyds Bank Business		Copier charges	Clarity Copiers Ltd	S	76.71	15.34	92.05
11	Maintenance - Quay Toilets	19/04/2023	720	Lloyds Bank Business	BACS	Annual emergency lighting ma	Dorset Electrical & Fire Alarr	S	75.00	15.00	90.00
81	Office Expenditure	19/04/2023		Lloyds Bank Business	DD	Stationery	Consortium	S	11.16	2.23	13.39
79	Cleaning - Town Hall	19/04/2023		Lloyds Bank Business	DD	Cleaning materials	Consortium	S	11.39	2.28	13.67
16	Rent	19/04/2023	720	Lloyds Bank Business	BACS	Unit 2 Depot Rent	Aston Rose	S	2,062.50	412.50	2,475.00
4	Allotment Rents	19/04/2023	720	Lloyds Bank Business	BACS	Allotment rent	Morden Estates Company Ltd	S	163.44	32.69	196.13
7	Card Payment fees	19/04/2023	720	Lloyds Bank Business	BACS	Howards Lane car park ticket r	Metric Group Ltd	S	27.00	5.40	32.40
7	Cash Payment Fees	19/04/2023	720	Lloyds Bank Business	BACS	Howards Lane car park ticket r	Metric Group Ltd	S	27.00	5.40	32.40
15	Refuse Collection	19/04/2023	720	Lloyds Bank Business	DDR	Town Hall sanitary waste colle	Initial Washroom Hygiene	S	271.06	54.21	325.27
1	Software Support	19/04/2023		Lloyds Bank Business	BACS	Accounts package annual subs	Scribe	S	1,914.00	382.80	2,296.80
160	Website Production	19/04/2023	720	Lloyds Bank Business	BACS	Quarterly Visit Wareham webs	Lewis Fry Publishing	X	600.00		600.00
102	Grass Cutting - Hauses	19/04/2023		Lloyds Bank Business		Grass cutting	Wessex Grounds Services	S	223.12	44.62	267.74
2	Signage	19/04/2023	720	Lloyds Bank Business	BACS	Roller banner for Museum	Maria Burns	E	195.00		195.00
38	Street Lighting	21/04/2023	720	Lloyds Bank Business	DDR	Unmetered electrical supply fo	SSE Southern Electric	S	48.41	9.68	58.09
38	Street Lighting	21/04/2023	720	Lloyds Bank Business	DDR	Unmetered electrical supply fo	SSE Southern Electric	S	126.26	25.25	151.51
35	Rates - Depot	24/04/2023		Lloyds Bank Business	BACS	Unit 2 Ryan Business Park rate	Dorset Council	E	323.49		323.49
54	Fuel	24/04/2023		Lloyds Bank Business	DDR	Grounds Vehicle Fuel	Fuelcard People	S	6.41	1.28	7.69
61	Cleaning - Quay Toilets	24/04/2023	PR&F 747	Lloyds Bank Business	DD	Toilet cleaning	Clean Deep Services Ltd	S	432.00	86.40	518.40
61	Cleaning - HL Toilets	24/04/2023	PR&F 747	Lloyds Bank Business	DD	Toilet cleaning	Clean Deep Services Ltd	S	432.00	86.40	518.40
101	Refuse Collection	24/04/2023		Lloyds Bank Business		Town Hall monthly refuse colle	Dorset Council	S	414.11	82.82	496.93
161	Office Expenditure	26/04/2023		Lloyds Bank Business	DD	Water cooler service, mainten	Waterlogic	S	38.56	7.71	46.27
43	Salaries	27/04/2023	PR&F 747	Lloyds Bank Business	BACS	Salaries	Staff Salaries	E	11,699.55		11,699.55

Wareham Town Council  
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34	Refuse Collection	28/04/2023		Lloyds Bank Business		Town Hall monthly refuse colle	Suez Recycling & Recovery U S		204.50	40.90	245.40
Total									27,756.25	2,108.56	29,864.81

## Wareham Town Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
5	Corn Exchange Hire	01/04/2023		Lloyds Bank Receipts		Corn Exchange Hire	Sustainable Wareham	S	66.67	13.33	80.00
8	Parking Permits - Reserved E	01/04/2023		Lloyds Bank Receipts		Reserved Parking Bay Permit	Tess Simon	S	413.33	82.67	496.00
101	Parking Permits - Reserved E	01/04/2023		Lloyds Bank Receipts		Reserved Parking Bay Permit	Tess Simon	S	-413.33	-82.67	-496.00
83	Corn Exchange Hire	01/04/2023		Lloyds Bank Receipts		Corn Exchange Hire	Sustainable Wareham	S	-66.67	-13.33	-80.00
41	Rents Received	03/04/2023		Lloyds Bank Business	SO	Rent income	Wareham Town Band	X	197.00		197.00
40	Rents Received	03/04/2023		Lloyds Bank Business	SO	Quarterly rent	Park Home Improvements	X	5,500.00		5,500.00
55	Rents Received	03/04/2023		Lloyds Bank Business		Rent income	Swanage and Wareham Rugl	E	1,800.00		1,800.00
1	Card Payment fees	04/04/2023		Lloyds Bank Receipts	548552	Howards Lane car park credit	Worldline Financial Services	S	-11.73	-2.34	-14.07
1	Parking - Card Income	04/04/2023		Lloyds Bank Receipts	548552	Howards Lane car park credit	Worldline Financial Services	S	250.42	50.08	300.50
3	Parking - Cash Income	05/04/2023		Lloyds Bank Receipts	5443	Howards Lane car park cash re	Loomis UK Ltd	S	601.92	120.38	722.30
72	Parking Permits - Unreservec	11/04/2023		Lloyds Bank Receipts		3 unreserved bay permits 01.0	DOMVS	S	310.83	62.17	373.00
72	Parking Permits - Unreservec	11/04/2023		Lloyds Bank Receipts		3 unreserved bay permits 01.0	DOMVS	S	310.83	62.17	373.00
74	Parking Permits - Unreservec	11/04/2023		Lloyds Bank Receipts		Unreserved parking bay Permil	A Hooper	S	206.67	41.33	248.00
73	Parking Permits - Commercial	11/04/2023		Lloyds Bank Receipts	BACS	Commercial parking permit	Ian R Hyslop	S	564.17	112.83	677.00
75	Bank Interest	11/04/2023		Lloyds Bank Receipts	DD	Bank interest	Lloyds Bank	X	256.07		256.07
72	Parking Permits - Unreservec	11/04/2023		Lloyds Bank Receipts		3 unreserved bay permits 01.0	DOMVS	S	310.83	62.17	373.00
2	Card Payment fees	12/04/2023		Lloyds Bank Receipts	548552	Howards Lane car park credit	Worldline Financial Services	S	-18.40	-3.68	-22.08
2	Parking - Card Income	12/04/2023		Lloyds Bank Receipts	548552	Howards Lane car park credit	Worldline Financial Services	S	443.25	88.65	531.90
76	Parking Permits - Unreservec	12/04/2023		Lloyds Bank Receipts	BACS	Unreserved parking bay Permil	Lotus Chinese Takeaway	S	310.83	62.17	373.00
53	VAT Reclaim	13/04/2023	N/A	Lloyds Bank Receipts	BACS	VAT Reclaim	HMRC	X		32,684.80	32,684.80
54	Parking - Phone Payments	14/04/2023		Lloyds Bank Business	DD	Car park telephone receipts	Just Park Parking Ltd	S	1,677.32	335.46	2,012.78
54	Phone Payment Commission	14/04/2023		Lloyds Bank Business	DD	Car park telephone receipts	Just Park Parking Ltd	S	-107.68	-21.54	-129.22
49	Corn Exchange Hire	14/04/2023		Lloyds Bank Receipts	Cash	Hire of Corn Exchange	Wareham Lions Club	S	45.83	9.17	55.00
13	Corn Exchange Hire	14/04/2023		Lloyds Bank Receipts		Hire of Council Chamber	Zumba	S	16.67	3.33	20.00
13	Corn Exchange Hire	14/04/2023		Lloyds Bank Receipts		Hire of Council Chamber	Zumba	S	16.67	3.33	20.00
13	Corn Exchange Hire	14/04/2023		Lloyds Bank Receipts		Hire of Council Chamber	Zumba	S	16.67	3.33	20.00
13	Corn Exchange Hire	14/04/2023		Lloyds Bank Receipts		Hire of Council Chamber	Zumba	S	16.67	3.33	20.00
51	Football Pitch Hire	14/04/2023	N/A	Lloyds Bank Receipts	BACS	Football Pitch Hire	Corfe Castle FC	S	41.67	8.33	50.00
65	Donations	14/04/2023		Lloyds Bank Receipts	Cash	Museum donation	Wareham Museum	X	40.00		40.00
66	Donations	14/04/2023		Lloyds Bank Receipts	Cash	Museum donation	Wareham Museum	X	51.20		51.20
67	Donations	14/04/2023		Lloyds Bank Receipts	Cash	Museum donation	Wareham Museum	X	150.00		150.00
64	Events	14/04/2023		Lloyds Bank Receipts	Cash	Museum events income	Wareham Museum	X	148.85		148.85
68	Stock (for Resale)	14/04/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	6.80		6.80

# Wareham Town Council

## RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
68	Card Sales Commission	14/04/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.11		-0.11
50	Football Pitch Hire	17/04/2023		Lloyds Bank Receipts		Football Pitch Hire	Swanage Football Club	S	41.67	8.33	50.00
69	Stock (for Resale)	17/04/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	25.70		25.70
69	Card Sales Commission	17/04/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.43		-0.43
57	Parking - Card Income	18/04/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	328.83	65.77	394.60
58	Parking - Cash Income	18/04/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	684.12	136.83	820.95
57	Parking - Card Income	18/04/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-14.62	-2.92	-17.54
4	Parking - Cash Income	20/04/2023		Lloyds Bank Receipts	Trf	Car park cash receipts 17.04.2	Loomis UK Ltd	S	353.04	70.61	423.65
81	Stock (for Resale)	20/04/2023		Lloyds Bank Receipts	BACS	Museum stock for resale	Wareham Museum	X	5.00		5.00
81	Card Sales Commission	20/04/2023		Lloyds Bank Receipts	BACS	Museum stock for resale	Wareham Museum	X	-0.08		-0.08
6	Cash Payment Fees	24/04/2023		Lloyds Bank Receipts	DDR	Car Park cash receipts	Loomis UK Ltd	S	252.08	50.42	302.50
80	Rents Received	24/04/2023		Lloyds Bank Receipts		Rent income	Swanage and Wareham Rugl	E	593.00		593.00
82	Stock (for Resale)	24/04/2023		Lloyds Bank Receipts	BACS	Museum stock for resale	Wareham Museum	X	5.80		5.80
82	Card Sales Commission	24/04/2023		Lloyds Bank Receipts	BACS	Museum stock for resale	Wareham Museum	X	-0.10		-0.10
7	Card Payment Commission P	27/04/2023		Lloyds Bank Receipts	DDR	Howards Lane car park credit	Worldline Financial Services	S	-12.03	-2.41	-14.44
7	Parking - Card Income	27/04/2023		Lloyds Bank Receipts	DDR	Howards Lane car park credit	Worldline Financial Services	S	287.58	57.52	345.10
78	Parking Permits - Unreservec	28/04/2023		Lloyds Bank Receipts		Unreserved parking bay Permil	JT Corfe Ltd	S	310.83	62.17	373.00
52	Precept	28/04/2023	N/A	Lloyds Bank Receipts	BACS	Precept	Dorset Council	X	247,972.50		247,972.50
79	Parking - Cash Income	28/04/2023		Lloyds Bank Receipts	BACS	Car Park cash receipts	Loomis UK Ltd	S	368.54	73.71	442.25
77	Donations	28/04/2023		Lloyds Bank Receipts	BACS	Museum stock for resale	Wareham Museum	X	135.52		135.52
77	Stock (for Resale)	28/04/2023		Lloyds Bank Receipts	BACS	Museum stock for resale	Wareham Museum	X	110.00		110.00
<b>Total</b>									<b>264,600.20</b>	<b>34,205.50</b>	<b>298,805.70</b>

## Wareham Town Council

Prepared by: Amanda Crocker  
*Name and Role (Clerk/RFO etc)*

Date: 16 June 2023

Approved by: Nicola Gray  
*Name and Role (RFO/Chair of Finance etc)*

Date: 16 June 2023

<b>A</b>	<b>Bank Reconciliation at 31/05/2023</b>		
	Cash in Hand 01/04/2023		482,524.63
	<b>ADD</b> Receipts 01/04/2023 - 31/05/2023		309,743.01
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/05/2023		792,267.64
	<b>Cash in Hand 31/05/2023</b> (per Cash Book)		72,100.80
<b>B</b>	<b>Cash in Hand 31/05/2023</b>		<b>720,166.84</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	0.00	
	Joint Burial Board 31/03/2024	76,474.00	
	Lloyds Bank Receipts 31/05/2023	641,415.00	
<b>B</b>	Lloyds Bank Business Account (Pa 31/05/2023	3,054.64	
			<b>720,943.64</b>
	Less unrepresented payments		776.80
			720,166.84
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>720,166.84</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
156	Water - Quay Toilets	02/05/2023		Lloyds Bank Business	3062696062	Quay toilets monthly water us	Water2Business 26887698	E	375.00		375.00
154	Rates - HL CP	02/05/2023		Lloyds Bank Business	840002576	Howards Lane car park rates	Dorset Council	E	996.00		996.00
155	Rates - Town Hall	02/05/2023		Lloyds Bank Business	840002647	Town Hall Rates	Dorset Council	E	1,076.00		1,076.00
189	Cleaning - HL Toilets	02/05/2023		Lloyds Bank Business	DD	Toilet cleaning	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
189	Cleaning - Quay Toilets	02/05/2023		Lloyds Bank Business	DD	Toilet cleaning	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
106	Service & Maintenance	05/05/2023	N/A	Lloyds Bank Business	BACS	Refund	GSF Parts (Parts Retail Group	S	-8.32	-1.66	-9.98
44	HMRC	09/05/2023	PR&F 747	Lloyds Bank Business	DDR	HMRC and Pension costs	Dorset Council	E	4,446.27		4,446.27
60	Equipment & Buildings Maint	09/05/2023		Lloyds Bank Business	DD	Internet for CCTV	BOnline	S	39.14	7.83	46.97
65	Fuel	09/05/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	6.37	1.27	7.64
44	Employers Pensions	09/05/2023	PR&F 747	Lloyds Bank Business	DDR	HMRC and Pension costs	Dorset Council	E	4,454.09		4,454.09
64	Telephones	10/05/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	173.00	34.60	207.60
64	Card Payment fees	10/05/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
64	Cash Payment Fees	10/05/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
144	Electric - Town Hall	11/05/2023		Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	S	1,105.56	221.11	1,326.67
143	Electric - Pavilion	11/05/2023		Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	59.31	2.96	62.27
145	Electricity - HL Toilets	11/05/2023		Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	111.73	5.58	117.31
48	Office Expenditure	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Copier charges	Clarity Copiers Ltd	S	86.40	17.28	103.68
57	Office Expenditure	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Coronation expenditure	Amazon Business	S	78.97	15.79	94.76
45	Office Cleaning	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Sundry Maintenance Items	Consortium	S	28.49	5.70	34.19
45	Office Expenditure	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Sundry Maintenance Items	Consortium	S	26.50	5.30	31.80
45	Office Expenditure	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Sundry Maintenance Items	Consortium	S	1.89	0.38	2.27
41	Office Expenditure	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Stationery	Consortium	S	1.89	0.38	2.27
46	Office Expenditure	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Cleaning Materials and Station	Consortium	S	7.36	1.48	8.84
55	Software Support	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Software support	Edge IT Systems Ltd	S	958.00	191.60	1,149.60
59	Equipment & Buildings Maint	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Keys cut	Wareham Cobblers	E	18.00		18.00
42	Equipment - New	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Numatic 620W 9ltr Vacuum Cle	Trade UK	S	112.49	22.50	134.99
53	Equipment & Buildings Maint	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Maintenance of fire alarm syst	Dorset Electrical & Fire Alarm	S	110.00	22.00	132.00
46	Cleaning - Town Hall	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Cleaning Materials and Station	Consortium	S	88.70	17.74	106.44
47	Equipment & Buildings Maint	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Anti-slip hazard tape	Screwfix	S	13.74	2.75	16.49
52	Equipment - New	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Urn	Screwfix	S	84.91	16.98	101.89
56	Card Payment fees	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Car park credit card processing	3C Payment UK Ltd	S	67.14	13.43	80.57
58	Cleaning - HL Toilets	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Set of keys for contract cleane	Wareham Cobblers	E	57.00		57.00
40	Maintenance - ML	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Fire extinguisher	Dorset Electrical & Fire Alarm	S	30.00	6.00	36.00



## Wareham Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
45	Maintenance - Pavilion	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Sundry Maintenance Items	Consortium	S	23.40	4.68	28.08
46	Stationery	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Cleaning Materials and Station	Consortium	S	1.26	0.25	1.51
46	Stationery	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Cleaning Materials and Station	Consortium	S	38.46	7.69	46.15
50	Service Charge - Depot	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Unit 2 service charges	Aston Rose	S	259.12	51.82	310.94
63	Wareham in Bloom Reserve	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Barrell planter	Amberol Ltd	S	975.20	195.04	1,170.24
51	Stock (for Resale)	12/05/2023	PR&F 747	Lloyds Bank Business	BACS	Museum stock for resale	Keylogo	S	137.75	27.55	165.30
132	Office Expenditure	15/05/2023		Lloyds Bank Business	DD	Acrobat Pro	Adobe Systems Software	S	8.32	1.66	9.98
117	Gas - Town Hall	15/05/2023		Lloyds Bank Business	DD	Town Hall gas monthly gas usi	Crown Gas & Power Ltd	S	314.53	62.91	377.44
137	Fuel	15/05/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	43.13	8.63	51.76
71	Stripe Fees	15/05/2023		Lloyds Bank Receipts		Stripe Transaction Fee	Stripe	X	0.95		0.95
73	Bank Charges	16/05/2023		Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	7.00		7.00
85	Office Expenditure	16/05/2023		Lloyds Bank Business	DD	Keys cut	Wareham Cobblers	S	23.33	4.67	28.00
157	Software Support	16/05/2023		Lloyds Bank Business	DD	Sage 50 payroll	Sage UK	S	25.00	5.00	30.00
76	Cleaning - Town Hall	17/05/2023		Lloyds Bank Business	BACS	Cleaning materials	Consortium	S	25.65	5.13	30.78
77	Cleaning - Town Hall	17/05/2023		Lloyds Bank Business	BACS	Cleaning materials	Consortium	S	30.37	6.07	36.44
80	Office Expenditure	17/05/2023		Lloyds Bank Business	DD	Cleaning Materials and Station	Consortium	S	4.27	0.85	5.12
78	Cleaning - Town Hall	17/05/2023		Lloyds Bank Business	DD	Cleaning Materials and Station	Consortium	S	7.77	1.55	9.32
80	Cleaning - Town Hall	17/05/2023		Lloyds Bank Business	DD	Cleaning Materials and Station	Consortium	S	9.48	1.90	11.38
25	Water - Depot	17/05/2023		Lloyds Bank Business	BACS	Unit 2 Water Usage	Water2Business 70323677	S	52.99	3.41	56.40
110	CCTV	18/05/2023	Full Council 2023	Lloyds Bank Business	BACS	CCTV	Unique Fire and Security Ltd	S	6,488.15	1,297.63	7,785.78
127	Maintenance - HL Toilets	18/05/2023		Lloyds Bank Business	BACS	Hand soap for dispensers	Consortium	S	11.56	2.31	13.87
127	Maintenance - Quay Toilets	18/05/2023		Lloyds Bank Business	BACS	Hand soap for dispensers	Consortium	S	11.56	2.31	13.87
127	Maintenance - HL Toilets	18/05/2023		Lloyds Bank Business	BACS	Hand soap for dispensers	Consortium	S	-0.57	-0.11	-0.68
74	Street Lighting	22/05/2023		Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	132.71	6.63	139.34
74	Street Lighting	22/05/2023		Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	-0.10	-0.02	-0.12
186	Wareham in Bloom Reserve	23/05/2023		Lloyds Bank Business	Debit Card	Liners	Garden Selections Ltd	S	54.15	10.83	64.98
123	Telephone	23/05/2023		Lloyds Bank Business	BACS	Museum Telephone	BT	S	29.99	6.00	35.99
179	Plants for Display	26/05/2023		Lloyds Bank Business	Debit Card	Compost	NMSB	S	223.20	44.64	267.84
82	Bank Charges	30/05/2023		Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	150.00		150.00
146	Fuel	30/05/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	75.84	15.17	91.01
111	Mayor	31/05/2023		Lloyds Bank Business	BACS	Mayor's expenditure	Carol Turner	X	30.00		30.00
121	Equipment & Buildings Maint	31/05/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	Z	75.00		75.00
75	Street Lighting	31/05/2023		Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	54.90	2.74	57.64
119	Maintenance - Quay Toilets	31/05/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	E	544.80		544.80
120	Maintenance - ML	31/05/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	Z	127.00		127.00

Wareham Town Council  
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
66	Refuse Collection	31/05/2023		Lloyds Bank Business	DD	Town Hall monthly refuse colle	Suez Recycling & Recovery U	S	207.80	41.56	249.36
158	Salaries	31/05/2023		Lloyds Bank Business	BACS	Monthly salaries	Dorset Council	X	12,383.05		12,383.05
Total									39,370.85	2,865.14	42,235.99

## Wareham Town Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
9	Parking - Phone Payments	02/05/2023		Lloyds Bank Business	DD	Car park telephone receipts	Just Park Parking Ltd	S	1,942.77	388.56	2,331.33
9	Phone Payment Commission	02/05/2023		Lloyds Bank Business	DD	Car park telephone receipts	Just Park Parking Ltd	S	-126.75	-24.57	-151.32
14	Parking - Cash Income	02/05/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	352.87	70.58	423.45
11	Parking - Card Income	03/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	331.00	66.20	397.20
11	Card Payment Commission P	03/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-14.05	-2.81	-16.86
12	Corn Exchange Hire	03/05/2023		Lloyds Bank Receipts	BACS	Hire of Corn Exchange	Rotary Club of Wareham	S	36.67	7.33	44.00
59	Parking - Cash Income	04/05/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	570.46	114.09	684.55
10	Corn Exchange Hire	04/05/2023		Lloyds Bank Receipts	BACS	Hire of Corn Exchange	Dorset Makers Market	S	82.50	16.50	99.00
104	Bank Interest	09/05/2023		Lloyds Bank Receipts	DD	Bank interest	Lloyds Bank	X	299.38		299.38
70	Card Payment Commission P	09/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-14.51	-2.90	-17.41
70	Parking - Card Income	09/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	328.75	65.75	394.50
35	Weddings - Chamber	09/05/2023		Lloyds Bank Receipts	INV 33	Hire of Council Chamber	Peter Green	S	229.17	45.83	275.00
62	Stock (for Resale)	09/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	45.80		45.80
62	Card Sales Commission	09/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.78		-0.78
60	Parking - Cash Income	11/05/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	423.12	84.63	507.75
105	Stock (for Resale)	11/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	4.39		4.39
105	Card Sales Commission	11/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.07		-0.07
61	Stock (for Resale)	12/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	9.00		9.00
61	Card Sales Commission	12/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.15		-0.15
107	Corn Exchange Hire	15/05/2023		Lloyds Bank Receipts		Corn Exchange Hire	Wareham Camera Club	S	73.33	14.67	88.00
43	Stock (for Resale)	15/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	2.00		2.00
43	Card Sales Commission	15/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.03		-0.03
71	Parking - Card Income	16/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	320.92	64.18	385.10
71	Card Payment Commission P	16/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-13.13	-2.63	-15.76
108	Corn Exchange Hire	17/05/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Gareth Drinkwater	S	153.33	30.67	184.00
108	Corn Exchange Hire	17/05/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Gareth Drinkwater	S	12.50	2.50	15.00
97	Stock (for Resale)	19/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	15.20		15.20
97	Card Sales Commission	19/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.25		-0.25
36	Football Pitch Hire	22/05/2023		Lloyds Bank Receipts		Football Pitch Hire	Marie Lowry	X	50.00		50.00
109	Council Chamber Hire	22/05/2023		Lloyds Bank Receipts		Hire of Council Chamber	Tony Cake	S	125.00	25.00	150.00
106	Stock (for Resale)	22/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	27.98		27.98
106	Card Sales Commission	22/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.47		-0.47
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00

# Wareham Town Council

## RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
37	Cricket Pitch Hire	23/05/2023		Lloyds Bank Receipts	501340	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
39	Corn Exchange Hire	23/05/2023		Lloyds Bank Receipts	501340	Hire of Corn Exchange	Andrew Childs Arts & Crafts	S	96.87	19.38	116.25
84	Corn Exchange Hire	23/05/2023		Lloyds Bank Receipts		Corn Exchange Hire	Sustainable Wareham	S	36.67	7.33	44.00
44	Parking - Card Income	23/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	401.67	80.33	482.00
44	Card Payment Commission P	23/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-15.87	-3.17	-19.04
38	Corn Exchange Hire	23/05/2023		Lloyds Bank Receipts	501340	Hire of Council Chamber	Daisy Chain Fitness	S	33.33	6.67	40.00
86	Donations	23/05/2023		Lloyds Bank Receipts	Cash	Museum donation	Wareham Museum	X	130.77		130.77
87	Donations	23/05/2023		Lloyds Bank Receipts	Cash	Museum donation	Wareham Museum	X	151.88		151.88
110	Corn Exchange Hire	23/05/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Mark Staddon-Gover	S	16.67	3.33	20.00
63	Parking - Cash Income	24/05/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	198.75	39.75	238.50
111	Stock (for Resale)	24/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	10.00		10.00
111	Card Sales Commission	24/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.17		-0.17
116	Cricket Pitch Hire	24/05/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Patrick Ward	X	50.00		50.00
112	Stock (for Resale)	25/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	4.70		4.70
112	Card Sales Commission	25/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.08		-0.08
42	Parking - Cash Income	30/05/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	1,223.58	244.72	1,468.30
113	Weddings - Chamber	30/05/2023		Lloyds Bank Receipts		Hire of Council Chamber	Melanie Wakelam	S	229.17	45.83	275.00
114	Stock (for Resale)	30/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	19.30		19.30
114	Card Sales Commission	30/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.33		-0.33
99	Parking - Cash Income	31/05/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	656.75	131.35	788.10
103	Parking - Card Income	31/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	419.33	83.87	503.20
103	Card Payment Commission P	31/05/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-17.08	-3.42	-20.50
115	Stock (for Resale)	31/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	6.00		6.00
115	Card Sales Commission	31/05/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.10		-0.10
<b>Total</b>									<b>9,317.76</b>	<b>1,619.55</b>	<b>10,937.31</b>



## POLICY, RESOURCES & FINANCE COMMITTEE REPORT

Meeting Date: 20 June 2023

### Agenda Item: 10

<b>Subject:</b>	Howards Lane Public Toilets
<b>Prepared by:</b>	Gale Pettifer, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider the emergency lighting and electrical wiring required for the Public Toilets in Howard's Lane which is not budgeted for.
<b>Background:</b>	<p>In June 2023, during work to install electric power points for CCTV cabling, problems with the emergency lighting and electrical wiring in Howards Lane public toilets were identified.</p> <p>On further investigation, concerns had been raised in May 2022 by Dorset Fire &amp; Security, who advised that there had been a failure during an emergency lighting test and that the lighting failures may have been as a result of incorrect wiring being installed during refurbishment (2018/2019). They recommended that an investigation be conducted but at that time no further action appears to have been taken.</p> <p>In June 2023, quotes were invited from electricians to address the issue of emergency lighting and wiring in Howards Lane public toilets.</p>
<b>Key Points:</b>	<p>The following quotes were received:</p> <p><u>Contractor A</u> Remedial works required are as follows (also see Appendix 1);</p> <ul style="list-style-type: none"><li>- Replace three Emergency bulkhead fittings, one in each toilet area. Like for Like replacement.</li><li>- Remove and terminate all light fittings and recessed sensors. One cable will be taken to each unit (as opposed to multiple cables at the moment). This will ensure all connections are done without exposing inner cores of the cables. The use of maintenance-free junction boxes will ensure all new connections will be electrically sound for years to come.</li><li>- Replace outside lights photocell - like for like.</li><li>- Replace digital switch fused spur for the outside light control - like for like.</li><li>- Replace both outside soft mounted down lights - LED replacement</li><li>- consumer unit replacement to achieve better selectivity - Metal enclosure to meet amendment 3 fire compliance for BS7671</li><li>- Install RCBO protection for each circuit - this will ensure that in an event of a fault only the problem circuit will turn off.</li></ul> <p>Surge protection device protecting the whole installation. 10 useable ways - leaving two spare.</p> <ul style="list-style-type: none"><li>- investigate loose connection on the Gents ring main.</li></ul> <p>Re terminate the 3 extractor fans in the loft. Total Cost: £931.56 - ex vat.</p> <p><u>Contractor B</u> To carry out investigations of the suspected incorrect emergency lighting wiring in the listed location, complete rectifications and replace the existing lighting with new LED equivalents. Total Cost: £454.00 – ex vat.</p>



	<p>It is likely that Contractor B has not fully covered all the items in their quote, and this may result, if selected, in further costs being incurred whilst work is underway.</p> <p>A third contractor was asked to provide a quote, but this has not been forthcoming.</p> <p>The work is not budgeted for, with the Howard's Lane Public Toilets budget line only having £734.19 remaining.</p>
<b>Implications</b>	<p>The cost of replacing the Emergency Lighting and wiring has not been budgeted.</p> <p>The Emergency Lighting in Howards Lane is not fit for purpose.</p>
<b>Recommendation</b>	<p>To consider the contractor quotes and select the preferred contractor to undertake remedial electrical works to Howards Lane public toilets.</p>

## Appendix 1: Images from Contractor A.



Emergency Lighting fittings in need of replacement.

Multi-use cabling will be replaced with unit-specific cabling to improve electrical soundness of units.

Replace outside lights, which are currently not working.

Remove and terminate all light fittings and recessed sensors. One cable will be taken to each unit (as opposed to multiple cables at the moment). This will ensure all connections are done without exposing inner cores of the cables. The use of maintenance-free junction boxes will ensure all new connections will be electrically sound for years to come.

