



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

17 November 2020

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

NOTICE IS HEREBY GIVEN that a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** will be held on **24 November 2020** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below.

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 86725500258

Or click here: <https://us02web.zoom.us/j/86725500258>

Vanessa Ricketts FSLCC
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 (Chairman)
Councillor M Cotton
Councillor Z Gover
Councillor M Russell
Councillor C Turner

Councillor D Budd (Vice Chairman)
Councillor B Ezzard
Councillor K Green
Councillor R Schofield



24 November 2020

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

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 13 October 2020 and an extraordinary meeting held on 27 October 2020

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

5. Matters arising from the minutes of the last meeting held on 13 October 2020 and an extraordinary meeting held on 27 October 2020

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

6. Payment of outstanding creditors

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries and sign cheques accordingly. A list of outstanding payments and corresponding invoices will be available at the Committee meeting. (LGA1972 s150)

7. General Policies Report - Priorities

To receive a report on Policies and the priorities for review.

9. Earmarked Reserves

To review the earmarked reserves and agree any changes to allocation.

10. Christmas Parking

To consider a request to Dorset Council for free parking during the Christmas period and decide the dates to offer.

11. Purbeck Youth and Community Foundation Funding

To consider a request made by Joyce Spiller at the Council meeting on 3 November 2020 for permanent budgetary funding for the Purbeck Youth and Community Foundation.

12. Conclusion of Audit 2019-2020

To receive the Conclusion of Audit 2019-2020 form PKF Littlejohn.

13. Draft Budget 2021-2022

To consider the first draft of the proposed Budget 2021-2022.

14. Virtual Meetings Protocol

At the request of the Mayor, to consider Member Protocol for Zoom meetings for recommendation to full Council.

15. Protocol for the death of a senior national figure

To review protocol for the death of a senior national figure in line with Covid-19 restrictions.

16. Tourist Information Centre Consultation

To consider a response to the draft consultation for approval by Council.

17. 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.

18. Date of next meeting

To note the date of the next meeting, which is scheduled for **1 December 2020 at 9.30am.**



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 13 October 2020 via Zoom at 7.00pm.

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

Officers present: V Ricketts, Town Clerk

201. Apologies for absence

Resolved that the apology for absence from Councillor Gover be approved.

202. Declarations of interest

Councillor Russell declared a personal interest in the donation to Royal British Legion (RBL), as he is a member of the Wareham branch.

203. Public participation time

There were no members of the public present and the Clerk had received no comments or questions from the public ahead of the meeting.

204. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 1 September 2020 were presented by the Chairman.

Resolved that the minutes be taken as read, confirmed and signed by the Chairman

205. Matters arising from the minutes of the previous meeting

The Clerk advised that she had contacted the District Valuer with regard to the Swanage and Wareham Rugby Football Club lease and was awaiting a response.

206. Payment of outstanding creditors

The Town Clerk presented a list of payments for approval.

Resolved that payments be approved in the sum of £33,126.02 (£28,035.99 BACS and £5,090.03 direct debits), as appended to these minutes.

It was noted that the stonemason, commissioned to make the Gateway Stones, Mr Val Quinn, had received his final payment and that Mr Peter Andrews had offered to transport the stones free of charge to Wareham. A vote of thanks was extended to Mr Andrews.

207. Income report

Members received the income report to date. The Clerk was asked to investigate why it appeared that Safe Partnerships were paying the rent in arrears. The Clerk agreed to report back to Members on this matter via email after the meeting.

208. Budget Comparison Report

Members received the budget comparison report for the second quarter.

209. General Policy Update

Members noted the General Policy Update report prepared by the Town Clerk and requested that a priority list be brought to the next meeting. Members also agreed that it was necessary to bring a review of the Code of Conduct to the next full Council meeting.

210. Donation to the Royal British Legion

Members considered a donation to the Royal British Legion in respect of the wreaths which would be supplied to the Council for Remembrance Sunday.

Resolved to grant the Royal British Legion the sum of £250

211. Budget Review

Members considered a review of the Council’s budget in light of the loss of income and increased expenditure due to the Covid19 pandemic.

During discussion, Members agreed that Amenities Committee should consider a Public Works Loan for Town Hall refurbishment.

Resolved that the revised budget review, as appended to these minutes, be approved.

212. Any other items the Chairman deems urgent

There were no matters of urgency.

213. Date of next meeting

Members noted the date of the next meeting, which is scheduled for **24 November 2020 at 7.00pm.**

214. 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.

215. Connigar Lane Car Park

The Town Clerk provided an update to the issue which was subject to the restrictions of the Coronavirus Act 2020. The matter would therefore be reconsidered in the new year.

Chairman.....

Date.....

Payments List - Meeting Date 13th October 2020 - amended

Inv. Date	Ref No.	Payee	Amount	Details
17.09.20	97192	Dorset Electrical	322.48	Fire alarm, extinguishers, detection maintenance
28.09.20	21412	Morden Estates	196.13	Half yearly rent on allotments
28.09.20		Wareham Cricket Club	200.00	Guarantee deposit refund
24.09.20	351578742	Amazon	96.00	Prime business membership fee
24.09.20	352076366	Amazon	107.32	Telephone for caretakers's office
31.08.20	TEL6817	Rejuvenate	152.32	Telephone calls - August 2020
30.09.20		DC Pension Fund	4907.21	Pension contributions - September 2020
30.09.20		HMRC	4999.78	PAYE & NIC - September 2020
30.09.20		Salaries	13055.54	September wages
29.09.20	4033	Surrey Hills	540.00	Legal advice re Connigar Lane
29.09.20	120266	Clarity Copiers	21.29	Copier charges - September 2020
30.09.20	359990434	Amazon	25.99	Paper rolls & towels for toilets
30.09.20	2021001	Poole Bay Methodists	28.96	Wareham Church CCTV 23.06.20 to 23.09.20
30.09.20		Val Quinn	458.00	Re stone Gateway project
01.10.20	12922	Rejuvenate	567.36	Web hosting & monthly support 1/8 to 31/10/20
15.09.20	0399595	Loomis	268.03	Monthly contract fee - October 2020
11.09.20	20181	Amazon	57.83	Bulbs, Miracle Gro
11.09.20	756106	Amazon	31.75	Multi-use wipes
30.09.20		Purbeck Arborists	2000.00	Tree works on Northmoor Park
Total BACS			28035.99	
Direct Debits				
03.09.20	5860641	O2	23.41	Mobile phone - September 2020
15.09.20	319322936	Lloyds	5.00	Service charges
27.09.20	9000373070	Fuelcard People	65.90	Diesel for vans
30.09.20	32054724	Suez	207.86	Town Hall refuse collection - 123kg excess weight
01.10.20	10474920	Sage	30.00	Payroll - October 2020
01.10.20	961510801	Water2business	31.50	Pavilion water usage -October 2020
01.10.20	2697290001	Water2business	74.00	Howards Lane toilets water usage - October'20
01.10.20	96200001	Water2business	85.00	Town Hall water usage - October 2020
01.10.20	300855984	Dorset Council	101.00	Howards Lane toilets rates - October 2020
01.10.20	300059492	Dorset Council	150.00	Museum rates - October 2020
01.10.20	300855997	Dorset Council	177.00	Quay toilets rates - October 2020
01.10.20	2688769801	Water2business	198.00	Quay toilets water usage - October 2020
01.10.20	300059573	Dorset Council	849.00	Howards Lane car park rates October 2020
01.10.20	300061477	Dorset Council	936.00	Town Hall rates - October 2020
05.10.20	5860640	O2	23.41	Mobile phone - October 2020
02.10.20	578498	Bonline	46.97	Town Hall & Museum CCTV - September 2020
02.10.20	1800052955	EE	102.46	Mobile 'phones & car park ticket machines - Oct'20
04.10.20		SSE	122.23	Howard Lane toilets electric usage 16.06-16.09.20
04.10.20		SSE	57.82	Pavilion electric 30.06.20-16.09.20
04.10.20		SSE	255.85	Quay toilets electric 17.06.20-16.09.20

ITEM 4 a

04.10.20		SSE	1343.64	Town Hall electric 13.06.20-16.09.20
05.10.20	1130006941	Grenke Leasing	203.98	Photocopier lease Oct-Dec 2020
Total DDRs Payable			5090.03	
Total Payments			33126.02	

Draft

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised Budget	Actual Net	Balance	Bal %age
INCOME					
Council					
1000	Precept		£357,615.00	£0.00	0.00%
1001	Mayor's Charity		£0.00	£2,723.30	100.00%
Total Council			£357,615.00	£2,723.30	0.76%
Policy Resources & Finance					
100	Rent Received				
100/1		£38,000.00	£20,797.00	£-17,203.00	-45.27%
100	Total	£38,000.00	£20,797.00	£-17,203.00	-45.27%
150	Bank Interest	£100.00	£35.76	£-64.24	-64.24%
170	Neighbourhood Plan	£0.00	£0.00	£0.00	0.00%
200	Misc Income	£0.00	£380.00	£380.00	100.00%
400	CIL	£0.00	£1,368.00	£1,368.00	100.00%
900	Suspense	£0.00	£0.00	£0.00	0.00%
Total Policy Resources & Finance		£38,100.00	£22,580.76	£-15,519.24	-40.73%
Amenities					
100	Corn Exchange Hire Income				
100/1	Corn Exchange	£9,000.00	£0.00	£-9,290.00	-103.22%
100/2	Council Chamber				
100/2/1	Weddings	£0.00	£291.67	£291.67	100.00%
100/2/2	Council Chamber Meetings	£0.00	£0.00	£0.00	0.00%
100/2/3		£0.00	£0.00	£0.00	0.00%
100/2	Total	£0.00	£291.67	£291.67	
100/3	Town Hall Electricity Recharged	£0.00	£0.00	£0.00	0.00%
100	Total	£9,000.00	£0.00	£-8,998.33	-99.98%
101	Donations	£0.00	£0.00	£0.00	0.00%

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised Budget	Actual Net	Balance	Bal %age
150	Parking Income				
150/1	Credit card	£20,000.00	£7,707.66	-£12,292.34	-61.46%
150/2	Cash	£50,000.00	£12,051.56	-£37,948.44	-75.90%
150	Total	£70,000.00	£19,759.22	-£50,240.78	-71.77%
160	Car Park Permits				
160/1	Reserved Bay	£5,000.00	£1,128.33	-£3,871.67	-77.43%
160/2	Unreserved Bay	£0.00	£847.50	£847.50	100.00%
160/3	Non-registration specific bay	£0.00	£564.17	£564.17	100.00%
160/4	Temporary Permits	£0.00	£0.00	£0.00	0.00%
160/5	Permit amendments/reissued	£0.00	£0.00	£0.00	0.00%
160	Total	£5,000.00	£2,540.00	-£2,460.00	-49.20%
200	Recreation Ground Income				
200/1	Football Income	£1,500.00	£425.00	-£1,075.00	-71.67%
200/2	Other	£0.00	£780.00	£780.00	100.00%
200	Total	£1,500.00	£1,205.00	-£295.00	-19.67%
210	Croquet Income	£500.00	£240.75	-£259.25	-51.85%
220	Cricket Income	£500.00	-£87.50	-£587.50	-117.50%
	Total Amenities	£86,500.00	£47,500.00	-£23,659.14	-27.34%
	Planning & Transport				
100	General	£0.00	£0.00	£0.00	0.00%
	Total Planning & Transport	£0.00	£0.00	£0.00	0.00%
	Personnel				
100	General	£0.00	£0.00	£0.00	0.00%
	Total Personnel	£0.00	£0.00	£0.00	0.00%
	Museum				
100	Donations	£1,600.00	£0.00	-£1,600.00	-100.00%

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised Budget	Actual Net	Balance	Bal %age
150 Events	£300.00	£0.00	£0.00	-£300.00	-100.00%
200 Sales Income	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
201 Sundry income	£0.00	£0.00	£0.00	£0.00	0.00%
Total Museum	£2,900.00	£0.00	£0.00	-£2,900.00	-100.00%
Wareham in Bloom					
100 WIB Income	£5,500.00	£0.00	£150.00	-£5,350.00	-97.27%
Total Wareham in Bloom	£5,500.00	£0.00	£150.00	-£5,350.00	-97.27%
Reserves					
800 Cil	£0.00		£0.00	£0.00	0.00%
Total Reserves	£0.00		£0.00	£0.00	0.00%
Total Income	£490,615.00	£443,365.00	£406,728.20	-£83,886.80	-17.10%

Budget deficit on original income budget £47,250

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised Budget	Actual Net	Balance	Bal %age
EXPENDITURE					
Council					
2100	Mayoral Expenses				
2100/1	Mayor	£2,725.00	£2,700.00	£25.00	0.92%
2100/2	Deputy Mayor	£0.00	£0.00	£0.00	0.00%
2100/3	Regalia & Gowns	£500.00	£0.00	£500.00	100.00%
2100	Total	£3,225.00	£2,700.00	£525.00	16.28%
2200	Election Expenses	£3,500.00	£0.00	£3,500.00	100.00%
2250	Ceremonial Photographs	£0.00	£0.00	£0.00	0.00%
2260	Events				
2260/1	Civic Events	£2,500.00	£0.00	£2,500.00	100.00%
2260/2	General Events	£1,000.00	£0.00	£1,000.00	100.00%
2260	Total	£3,500.00	£0.00	£3,500.00	100.00%
Total Council		£10,225.00	£6,725.00	£7,525.00	73.59%
Policy Resources & Finance					
2100	Staff Costs - Salaries				
2100/1	Staff Costs - Salaries	£170,000.00	£54,666.04	£115,333.96	67.84%
2100/2	Employers NI	£15,000.00	£7,741.39	£7,258.61	48.39%
2100/3	Staff Pensions Employee	£0.00	£5,397.12	-£5,397.12	100.00%
2100/4	Mileage				
2100/4/1	Mileage - Councillors	£750.00	£0.00	£750.00	100.00%
2100/4/2	Mileage - Staff	£750.00	£524.97	£225.03	30.00%
2100/4	Total	£1,500.00	£524.97	£975.03	65.00%
2100/5	Employee NI	£0.00	£6,422.04	-£6,422.04	100.00%
2100/6	Employee PAYE	£0.00	£8,190.60	-£8,190.60	100.00%
2100/7	Staff Pensions Employer	£37,400.00	£19,104.69	£18,295.31	48.92%

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised Budget	Actual Net	Balance	Bal %age
2100	Total	£223,900.00		£102,046.85	£121,853.15	54.42%
2200	Staff Costs General					
2200/1	Meetings & Training	£3,000.00	£1,000.00	£150.00	£2,850.00	95.00%
2200/2	Staff Clothing	£700.00		£81.64	£618.36	88.34%
2200	Total	£3,700.00	£2,700.00	£231.64	£3,468.36	93.74%
2250	Neighbourhood Plan	£2,500.00		£0.00	£2,500.00	100.00%
2260	Honorariums	£2,000.00		£0.00	£2,000.00	100.00%
2270	Town Crier Competition	£500.00		£35.08	£464.92	92.98%
2280	Burial Board Contribution	£12,000.00		£0.00	£12,000.00	100.00%
2300	Professional Fees					
2300/1	Audit Fees					
2300/1/1	Audit Fees - Internal	£600.00		£444.44	£155.56	25.93%
2300/1/2	Audit Fees - External	£900.00		£0.00	£900.00	100.00%
2300/1	Total	£1,500.00		£444.44	£1,055.56	70.37%
2300	Total	£1,500.00		£444.44	£1,055.56	70.37%
2310	Accountancy Consultancy Fees	£5,000.00	£2,000.00	£0.00	£5,000.00	100.00%
2311	Consultancy Fees	£0.00		£0.00	£0.00	0.00%
2320	Subscriptions	£3,000.00		£1,824.10	£1,175.90	39.20%
2330	Legal Fees & Costs	£2,500.00		£450.00	£2,050.00	82.00%
2340	Grants & Donations					
2340/1	Donations	£0.00		£400.00	£-400.00	100.00%
2340/2	Grants	£6,000.00		£0.00	£6,000.00	100.00%
2340	Total	£6,000.00		£400.00	£5,600.00	93.33%
2400	Office Costs					
2400/1	Insurance	£6,500.00		£0.00	£6,500.00	100.00%
2400/2	Bank Charges	£60.00		£20.00	£40.00	66.67%
2400/3	Office Expenditure	£4,000.00	£3,000.00	£1,321.76	£2,678.24	66.96%

05/10/20 03:15 PM Vs:

Wareham Town Council

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Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised Budget	Actual Net	Balance	Bal %age	
2400/4	Telephones	£500.00	£2,000.00	£1,129.06	-£629.06	-125.81%
2400/5	Premises Licences	£1,500.00		£0.00	£1,500.00	100.00%
2400/6	Computer	£1,500.00	£6,500.00	£6,385.61	-£4,885.61	-325.71%
2400/7	Software Support	£4,000.00	£6,000.00	£3,048.96	£951.04	23.78%
2400/8	Web Production	£1,000.00	£1,200.00	£1,197.50	-£197.50	-19.75%
2400/9	Misc Cleaning	£500.00		£160.28	£339.72	67.94%
2400	Total	£19,560.00	£27,260.00	£13,263.17	£6,296.83	32.19%
2450	CCTV Costs	£1,000.00	£500.00	-£144.98	£1,144.98	114.50%
2460	Vehicle Replacement	£2,000.00	£1,000.00	£0.00	£2,000.00	100.00%
2465	Contingency	£2,000.00	£1,000.00	£0.00	£2,000.00	100.00%
2900	COVID19 costs	£0.00	£3,000.00	£2,191.53	-£2,191.53	100.00%
9999	Suspense	£0.00		£0.00	£0.00	0.00%
Total Policy Resources & Finance		£287,160.00	£295,360.00	£120,741.83	£166,418.17	57.95%
Amenities						
2100	Town Hall General					
2100/1	Town Hall Electric	£3,000.00		£298.16	£2,701.84	90.06%
2100/2	Town Hall Gas	£1,500.00		£262.87	£1,237.13	82.48%
2100/3	Town Hall Water	£1,300.00		£543.00	£757.00	58.23%
2100/4	Town Hall Rates	£9,500.00		£5,612.25	£3,887.75	40.92%
2100/5	Town Hall Advertising	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
2100/6	Town Hall Equipment New	£1,000.00	£500.00	£0.00	£1,000.00	100.00%
2100/7	Town Hall Equip & Builings Maint.	£12,500.00	£5,000.00	£3,065.58	£9,434.42	75.48%
2100/8	Town Hall replacement windows	£4,000.00		£0.00	£4,000.00	100.00%
2100/9	Town Hall lighting upgrade	£15,000.00	£0.00	£0.00	£15,000.00	100.00%
2100/70	Town Hall Reserves	£0.00		£0.00	£0.00	0.00%
2100	Total	£48,800.00	£24,800.00	£9,781.86	£39,018.14	79.96%
2200	Vehicle Costs					

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised Budget	Actual Net	Balance	Bal %age
2200/1	Vehicle Service & Maintenance	£4,000.00		£75.00	£3,925.00	98.13%
2200/2	Vehicle Leasing Costs	£0.00		£1,167.48	-£1,167.48	100.00%
2200/3	Vehicle Fuel	£2,000.00		£645.99	£1,354.01	67.70%
2200/4	Vehicle Insurance	£0.00		£0.00	£0.00	0.00%
2200	Total	£6,000.00		£1,888.47	£4,111.53	68.53%
2300	General Expenditure					
2300/1	Street Lighting	£1,500.00		£174.96	£1,325.04	88.34%
2300/2	War Memorial Maintenance	£250.00		£0.00	£250.00	100.00%
2300/3	General Maintenance	£1,800.00		£9.00	£1,791.00	99.50%
2300/4	Street Furniture & seats	£1,000.00		£932.30	£67.70	6.77%
2300/5	Bus Shelter Maintenance	£250.00		£8.66	£241.34	96.54%
2300	Total	£4,800.00		£1,124.92	£3,675.08	76.56%
2400	Howards Lane Toilets					
2400/1	HL Rates	£1,000.00		£606.48	£393.52	39.35%
2400/2	HL Cleaning	£1,000.00		£35.40	£964.60	96.46%
2400/3	HL Maintenance	£1,000.00		£249.93	£750.07	75.01%
2400/4	HL Utilities					
2400/4/1	HL Water Charges	£1,000.00		£447.50	£552.50	55.25%
2400/4/2	HL Electricity Charges	£1,000.00		£49.46	£950.54	95.05%
2400/4	Total	£2,000.00		£496.96	£1,503.04	75.15%
2400	Total	£5,000.00		£1,388.77	£3,611.23	72.22%
2450	Quay Toilets					
2450/1	Quay Toilets Rates	£2,000.00		£1,493.45	£506.55	25.33%
2450/2	Quay Toilets Cleaning	£1,000.00		£28.18	£971.82	97.18%
2450/3	Quay Toilets Maintenance	£1,000.00		£343.30	£656.70	65.67%
2450/4	Quay Toilets Utilities					
2450/4/1	Quay Toilets Water	£3,000.00		£1,188.00	£1,812.00	60.40%

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised Budget	Actual Net	Balance	Bal %age
2450/4/2	Quay Toilets Electricity	£1,000.00		£121.56	£878.44	87.84%
2450/4	Total	£4,000.00		£1,309.56	£2,690.44	67.26%
2450	Total	£8,000.00		£3,174.49	£4,825.51	60.32%
2500	Howards Lane Car Park					
2500/1	HL Car Park Rates	£9,000.00		£5,093.72	£3,906.28	43.40%
2500/2	HL Car Park New Equipment	£1,000.00		£0.00	£1,000.00	100.00%
2500/3	HL Car Park Tickets	£300.00		£138.00	£162.00	54.00%
2500/4	HL Car Park Money Collection					
2500/4/1	HL Money Collection Card Fees	£1,000.00		£462.94	£537.06	53.71%
2500/4/2	HL Money Collection Cash Fees	£3,000.00		£1,507.41	£1,492.59	49.75%
2500/4/3	HL tickets cash refunds	£0.00		£0.00	£0.00	0.00%
2500/4	Total	£4,000.00		£1,970.35	£2,029.65	50.74%
2500/5	HL Car Park Maintenance	£500.00		£0.00	£500.00	100.00%
2500/6	HL Car Park Drainage Works	£1,500.00		£0.00	£1,500.00	100.00%
2500/7	HL Car Park Tree Works	£2,000.00		£0.00	£2,000.00	100.00%
2500	Total	£18,300.00		£7,202.07	£11,097.93	60.64%
2550	Pavilion					
2550/1	Pavilion Utilities					
2550/1/1	Pavilion Utilities Gas	£100.00		£0.00	£100.00	100.00%
2550/1/2	Pavilion Utilities Water	£500.00		£197.00	£303.00	60.60%
2550/1/3	Pavilion Utilities Electric	£400.00		£85.28	£314.72	78.68%
2550/1	Total	£1,000.00		£282.28	£717.72	71.77%
2550/2	Pavilion Maintenance	£500.00		£0.00	£500.00	100.00%
2550	Total	£1,500.00		£282.28	£1,217.72	81.18%
2600	Recreation Ground					
2600/1	Recreation Ground Maintenance	£1,000.00		£239.20	£760.80	76.08%

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised Budget	Actual Net	Balance	Bal %age
2600/2	Recreation Ground Grass Cutting Contract	£5,000.00	£2,000.00	£883.95	£4,116.05	82.32%
2600/3	Recreation Ground New Equipment	£250.00		£0.00	£250.00	100.00%
2600/4	Recreation Ground hire refunds	£0.00		£0.00	£0.00	0.00%
2600	Total	£6,250.00	£3,250.00	£1,123.15	£5,126.85	82.03%
2650	Play Area					
2650/1	Play Area Maintenance	£0.00		£0.00	£0.00	0.00%
2650/2	Play Area Reserve	£15,000.00	£0.00	£0.00	£15,000.00	100.00%
2650	Total	£15,000.00	£0.00	£0.00	£15,000.00	100.00%
2700	Mill Lane					
2700/1	Mill Lane Maintenance	£1,000.00		£109.99	£890.01	89.00%
2700/2	Mill Lane PWLB Roof Repairs	£60,000.00		£2,201.79	£57,798.21	96.33%
2700	Total	£61,000.00		£2,311.78	£58,688.22	96.21%
2750	Northmoor Allotments					
2750/1	Northmoor Allotment Rents	£350.00		£163.44	£186.56	53.30%
2750	Total	£350.00		£163.44	£186.56	53.30%
2800	Hauses Field					
2800/1	Hauses Field Tree Survey & Works	£6,500.00	£4,000.00	£0.00	£6,500.00	100.00%
2800	Total	£6,500.00	£4,000.00	£0.00	£6,500.00	100.00%
Total Amenities		£181,500.00	£139,00.00	£28,441.23	£153,058.77	84.33%
Planning & Transport						
2300	P &T General	£0.00		£0.00	£0.00	0.00%
Total Planning & Transport		£0.00		£0.00	£0.00	0.00%
Personnel						
2400	Personnel General					

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised Budget	Actual Net	Balance	Bal %age
2400/1 Advertising Staff Vacancies	£0.00		£0.00	£0.00	0.00%
2400 Total	£0.00		£0.00	£0.00	0.00%
Total Personnel	£0.00		£0.00	£0.00	0.00%
Museum					
2500 Museum Rates	£1,650.00		£897.00	£753.00	45.64%
2515 Museum Events	£300.00		£0.00	£300.00	100.00%
2520 Museum Telephone	£200.00		£7.65	£192.35	96.18%
2525 Museum Stationery	£100.00		£0.00	£100.00	100.00%
2530 Museum Security Alarm	£500.00		£499.78	£0.22	0.04%
2535 Museum Stock for Resale	£500.00	£50.00	£0.00	£500.00	100.00%
2540 Museum Subscriptions	£250.00		£1.00	£249.00	99.60%
2545 Museum Equipment New					
2545/1 Display Cabinet Reserve	£250.00		£0.00	£250.00	100.00%
2545/2 Museum New Equipment General	£500.00		£0.00	£500.00	100.00%
2545 Total	£750.00		£0.00	£750.00	100.00%
2550 Museum Equipment Maintenance	£250.00		£0.00	£250.00	100.00%
2555 Museum Cleaning/Maint/Improvements	£175.00		£0.00	£175.00	100.00%
2560 Museum Training	£180.00		£0.00	£180.00	100.00%
2565 Museum Signage	£200.00		£0.00	£200.00	100.00%
2570 Museum Mileage	£50.00		£10.00	£40.00	80.00%
2575 Museum Sundries	£25.00		£103.13	-£78.13	-312.52%
Total Museum	£5,130.00	£5,080.00	1,518.56	£3,611.44	70.40%
Wareham in Bloom					
2550 WIB General					
2550/1 WIB Expenses	£5,500.00	£3500.00	£951.72	£4,548.28	82.70%
2550 Total	£5,500.00	£3500.00	£951.72	£4,548.28	82.70%

Budget Review

Comparison between 01/04/20 and 30/09/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised Budget	Actual Net	Balance	Bal %age
Total Wareham in Bloom	£5,500.00	£3500.00	£951.72	£4,548.28	82.70%
Total Expenditure	£490,615.00	£443,365.00	£154,353.34	£335,161.66	68.47%
Total Income	£490,615.00	£443,365.00	£406,728.20	-£83,886.80	-17.10%
Total Expenditure	£490,615.00	£443,365.00	£154,353.34	£335,161.66	-68.47%
Total Net Balance			£252,374.86		

Savings on expenditure on original budget £47,250



Minutes of an extraordinary meeting of the Policy, Resources and Finance Committee held on Tuesday 27 October 2020 via Zoom at 7.00pm.

Committee Members Present: Councillors K Critchley (Chairman), D Budd (Vice Chairman), M Cotton, B Ezzard, K Green, M Russell, R Schofield.

Officers present: V Ricketts, Town Clerk

246. Apologies for absence

Members were advised that Cllr Turner and Councillor Gover had tendered their apologies for the meeting due to another event.

Resolved that the apologies for absence be accepted.

247. Declarations of interest

There were no declarations of interest.

248. Public participation time

The Town Clerk advised that that she had not received any comments or questions from members of the public ahead of the meeting and that no public were present.

249. Any other items the Chairman deems urgent

There were no matters of urgency.

250. Date of next meeting

To note the date of the next meeting, which is scheduled for **24 November 2020 at 7.00pm.**

251. 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.

252. Staff Review

Members considered the Staff Review report including the appended resolutions and recommendations of the Personnel Committee of 20 October 2020 and the financial implications of such.

The Town Clerk left the meeting during the discussion in order that Members could debate with impunity.

Upon return of the Town Clerk, it was unanimously -

Resolved that Policy, Resources and Finance Committee endorse the resolutions of Personnel Committee of 20 October 2020 and support the recommendations, as appended to the Staff Review report, to Council for approval.

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

Draft

Payments List - Meeting Date 24th November 2020

ITEM 6

Inv. Date	Ref No.	Payee	Amount	Details
23.09.19	2284	MG Webber	288.00	Plants for winter baskets
28.09.20	356888331	Amazon	10.85	Scissors
19.10.20	28695	Amazon	24.95	Tulip bulbs
20.10.20	27524	Wm Pond	58.52	General building maintenance
26.10.20	400972365	Amazon	48.00	Face masks
27.10.20	43632	Play Inspection Co	378.00	Play Inspection course x 3
28.10.20	SI-1054	MG Webber	77.76	Plants - 6 packs
30.10.20	WGS5519	Wessex Grounds Services	401.27	Grass cutting - October 2020
30.10.20	407386	Loomis	57.18	Coin sorting October 2020
31.10.20	72263	3C Payments	68.45	Card processing fee - October 2020
01.11.20	13126	Rejuvenate	543.36	Service & support - November 2020
02.11.20	20/197	DAPTC	39.00	Planning training - R Schofield
03.11.20	247	Amazon	86.97	Toilet roll dispensers
03.11.20	414518028	Amazon	43.80	Anit-bac handwash
03.11.20	SB20202247	PKF Littlejohn	1200.00	External audit fee Ye 31.03.20
05.11.20	184792	Amazon	11.85	Bulbs
07.11.20	983	MG Webber	427.68	Plants for winter baskets
13.11.20	20/210	DAPTC	39.00	Planning Concepts training - R Schofield
12.11.20	199206	SLCC	118.80	ILCA fees - B Churchill
15.11.20	899	Purbeck Arborists	1355.00	Treeworks at Northmoor Park
	27058	Wm Pond	33.02	General building maintenance
		Total BACS	5311.46	
Direct Debits				
20.10.20	321995422	Lloyds	5.00	Account charges
25.10.20	9000515796	Fuelcard People	54.89	Van diesel
28.10.20	WAR376	Waterlogic	37.32	Water cooler hire
30.10.20	DCPFOct20	DC Pension Fund	4052.15	Pension contribution - October 2020
30.10.20	HMRCOct'20	HMRC	3685.68	NIC & PAYE contribution - October 2020
30.10.20		Salaries	11233.73	October salaries
30.10.20	76203756	Suez	214.99	Town Hall rubbish collection
01.11.20	961510801	Water2business	31.50	Pavilion water usage - November 2020
01.11.20	2697290001	Water2business	74.00	Howards Lane toilets water usage - November'20
01.11.20	96200001	Water2business	85.00	Town Hall water usage - November 2020
01.11.20	300855984	Dorset Council	101.00	Howards Lane toilets rates - November 2020
01.11.20	300059492	Dorset Council	150.00	Museum rates - November 2020
01.11.20	300855997	Dorset Council	177.00	Quay toilets rates - November 2020
01.11.20	2688769801	Water2business	198.00	Quay toilets water usage - November 2020
01.11.20	300059573	Dorset Council	849.00	Howards Lane car park rates November 2020
01.11.20	300061477	Dorset Council	936.00	Town Hall rates - November 2020
01.11.20	10698682	Sage	30.00	Sage 50 payroll - November 2020
02.11.20	1809921972	EE	102.46	Mobile phones & car park ticket machines Nov'20
04.11.20	5860640	O2	23.41	Mobile phone - November 2020
05.11.20	217234	Bonline	46.97	CCTV - Town Hall & Museum
12.11.20	2nd Qrt	HMRC	2047.39	VAT payable July to September 2020
16.11.20	Z0072450	BNP Paribus	233.50	Van leasing - November 2020
16.11.20	526025	Baclaycard	321.78	October account
		Total DDRs Payable	24690.77	
		Total Payments	30002.23	

Policies and Procedures of Wareham Town Council

Policy/Procedure	Must have (MH)/Nice to have (NTH)	Do we have it?	Adopted	Reviewed	Significant changes since adoption/review?	Suggested review/adoption date	PRIORITY
Standing Orders	MH	✓	April 2019	New NALC SO's deferred by Council 21/01/20	Needs to come back to Council	15 December 2020	Urgent
Corporate Plan	MH	NO			Staff capacity issue	?	Urgent
Mission Statement	MH	✓	Dec 2012	April 2018		With Corporate Plan	Urgent
Action Plan	MH	NO			Staff capacity issue	?	Urgent
Scheme of delegation	MH	NO			Suggest PR&F January 2021 after DTC appointed		Very High
FOI	MH	✓	April 2008	no	Yes (changes to SAR and GDPR)	January 2021	Very High
Death of a national figure	MH	NO					Very High
Information security	MH	✓	Deferred by Council on 21/01/20 to PR&F		Needs to come back to PR&F who now have delegation to adopt	2021	High
Member officer relations	MH	✓				January 2021	High

ITEM 7

Policy/Procedure	Must have (MH)/Nice to have (NTH)	Do we have it?	Adopted	Reviewed	Significant changes since adoption/review?	Suggested review/adoption date	PRIORITY
Equalities Policy	MH	✓			Recommended to Council by PR&F 11/02/20	January 2021	High
Grants Policy	MH	✓	Nov 2012	no	Yes (GPC adopted Oct 2019)	Jan 2021	High
Business Continuity Plan	MH	NO					High
Health and Safety	MH	✓	21/01/2020		Yes (must be reviewed annually)	January 2021	Medium
Petitions policy	MH	NO			Recommended to Council by PR&F 11/02/20	January 2021	Medium
Committee ToR	MH	✓	Various	no	Must be reviewed annually	April 2021	Medium
Complaints policy	MH	✓	July 2019	n/a	no	May 2021	Medium
Document retention	MH	✓	Jan 2019	n/a	no	?	Medium
Data Protection (GDPR)	MH	✓	March 2019	n/a	no	March 2021	Medium
CCTV	MH	✓	April 2016	no	Yes (GDPR)	April 2021	Medium
Gypsy and Traveller	NTH	NO				?	Medium
Crime and Disorder Policy	MH	NO			Section 5(2) of the Crime and Disorder Act 1998	Spring 2021	Medium
Financial Regulations	MH	✓	Nov 2019	n/a	no	May 2021	Low
Code of Conduct	MH	✓	October 2020			October 2021	Low

ITEM 7

Policy/Procedure	Must have (MH)/Nice to have (NTH)	Do we have it?	Adopted	Reviewed	Significant changes since adoption/review?	Suggested review/adoption date	PRIORITY
Social Media	MH	✓	October 2020	n/a		October 2021	Low
Training policy	MH	NO				April 2021	Low
Community Engagement	MH	NO				?	Low
Laptop Policy	MH	✓	October 2020			October 2021	Low
Dignity at work	NTH	✓				?	Low
Early retirement	NTH	✓				?	Low
Investment strategy	NTH	NO				?	Low
Attendance policy	NTH	NO				?	Low
Honorariums	NTH	✓	March 2018	Yes	no	May 2021	Low
Public participation	NTH	✓	Jan 2018	no	no	After C19	Low
Co-option policy	NTH	✓	Never adopted			?	Low
Personal achievement and development	NTH	✓	28/01/20	n/a	New staff handbook issued	n/a	Low
Volunteer of the Year	NTH	✓	Nov 2014	no	no	?	Low
Vexatious Complaints	NTH	NO				?	Low
Safeguarding policy	NTH	✓				?	Low

ITEM 7

Policy/Procedure	Must have (MH)/Nice to have (NTH)	Do we have it?	Adopted	Reviewed	Significant changes since adoption/review?	Suggested review/adoption date	PRIORITY
Flag flying	NTH	✓	Oct 2008	no	no	?	Low
Honoured Townsmen/townswomen	NTH	✓	?			?	Low
Benches	NTH	✓				?	Low
Child protection policy	NTH	✓	July 2009	no	Yes (inc with safeguarding)	?	Low
Chairman of Standing Committees	NTH	✓	April 2015	no			Low
Mayors Handbook	NTH	✓	No date	??	Suggest T&FG to review	2021	Low
Staff discipline	MH	✓	28/01/20	n/a	New staff handbook issued	n/a	
Grievance policy	MH	✓	28/01/20	n/a	New staff handbook issued	n/a	
Lone working	MH	✓	28/01/20	n/a	New staff handbook issued	n/a	

Reserves Breakdown Ye 31.03.20

ITEM 9

		B/fwd at 31.03.20		November	Balance as at 17.11.20
3010 Earmarked Reserves		43,096.80	-458.00	Val Quinn final pay	42638.80
3016 Neighbourhood Plan Reserve		2,182.99	-2,182.99	Offset Landmark fees	0.00
3017 CIL	(see breakdown)	15,497.35	1,368.00	5997.12	22862.47
3019 CCTV Reserve- donation from Wareham Wednesday		1,000.00			1000.00
3020 Museum Reserve		2,424.62			2424.62
3025 Wareham In Bloom		8,286.96			8286.96
3024 Bloor Homes	Children's play in Wareham	13,760.00			13760.00
	Upgrading the recreation				
	ground	56,494.00			56494.00
		78,254.00			
	Total Reserves as at 16.11.20	142,742.72	-1,272.99	5,997.12	147466.85
General Reserve		24,112.88			24112.88
Total reserves held		166,855.60			171,579.73

147,466.85 Check

Reserves for theyear to 31.03.20

ITEM 9

3010 Earmarked Reserves (Asset Maintenance)

3010 Earmarked Reserves

Project	Comments	Ye 31.03.18	Ye 31.03.19	Ye 31.03.20	Ye 31.03.21	Project balances
Skate Park - invoice not paid		£2,796.01				£2,796.01
Property maintenance - inc toilets		£33,394.93		(559.60)		£32,835.33
Car park maintenance		£6,332.34				£6,332.34
War memorial		£750.00				£750.00
Play area		£5,000.00		£5,000.00		£10,000.00
From Precept for Gateway project		£4,000.00	(2,168.00)	(1,374.00)		£458.00 Payable in 4 parts of £458 to V Quinn
Adjustment re sundry creditors			£950.00			£950.00 To NP to offset barrister costs
Correct the Youth Club donation 2016			(5,000.00)			(5,000.00)
Sale of land at Bestwall	Hold to offset final cost of van lease	£8,080.00				£8,080.00
PWLB balance of loan re Mill Lane		£1,595.12				£1,595.12
28.08.19 Roof repairs re Safe Partnership				(7,600.00)		(7,600.00)
Transfer to NP to offset barrister's fees				(500.00)		(500.00)
06.11.19 Repairs to flat roof over Safe Partnership				(7,600.00)		(7,600.00)
Final payment re Val Quinn					(458.00)	(458.00)
						£0.00
						£0.00
						£0.00
						£0.00
						£0.00
Balance		£52,273.28	£3,457.12	(12,633.60)	(458.00)	
Running total			£55,730.40	£43,096.80	£42,638.80	£42,638.80

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

WAREHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

30/06/2020

and recorded as minute reference:

17

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

Section 2 – Accounting Statements 2019/20 for

WAREHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	233162	239332	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	209089	287693	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	187451	169847	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	RESTATED 212,059	206339	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	4404	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	RESTATED 178,312	233,282	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	239332	252847	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	237503	254,394	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATED 2,883,852	2,883,852	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	21000	16944	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

M Ridells

Date

20 / 06 / 2020

I confirm that these Accounting Statements were approved by this authority on this date:

30 / 06 / 2020

as recorded in minute reference:

18

Signed by Chairman of the meeting where the Accounting Statements were approved

Lucia LTA

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Wareham Town Council- DO0171**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

02/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Wareham Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes	
<p>1. The audit of accounts for Wareham Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>	
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Wareham Town Council on application to:</p> <p>(a) <u>Town Clerk, Wareham Town Council, Town Hall, East Street</u> <u>Wareham BH20 4NS</u></p> <p>_____</p> <p>_____</p> <p>(b) <u>10am-1pm Monday to Friday</u></p> <p>_____</p> <p>_____</p>		<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £ <u>1</u> (c) for each copy of the Annual Governance & Accountability Return.</p>		<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Vanessa Ricketts</u></p>	<p>(d) Insert the name and position of person placing the notice</p>	
<p>Date of announcement: (e) <u>25 November 2020</u></p>	<p>(e) Insert the date of placing of the notice</p>	



Virtual Meeting Policy

November 2020

1. Introduction

Wareham Town Council recognises the opportunities offered by meeting virtually in times that a physical meeting is not appropriate and has developed this policy to assist the Mayor, Chairmen, Councillors, staff and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' and that are currently enacted for meeting on and up to 7 May 2021.

2. Publishing the agenda and providing documents

Councillors are to be summonsed as per regulation with the agenda and documents being placed on the Council's website. Agendas will continue to be published on physical noticeboards. Any person unable to access the Council's website must contact the Council and request an electronic copy of the agenda and documents to be forwarded as appropriate. In cases that documents originate from a third party electronic links will be provided where available.

3. Virtual Meeting 'platform'

Wareham Town Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Town Clerk will publish via the summons:

- The zoom meeting link
- Meeting ID

Passwords will not be required in compliance with NALC guidance to make the meetings as accessible as possible.

4. Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a place.

5. Specific Virtual Meeting Arrangements

a. Discussions

This section applies if members are experiencing good connectivity. In the case of poor connectivity see 5c.

During the meeting all persons other than the Mayor/Chairman and Clerk will be muted. Members of the public will also have their video turned off.

Members of the public have been advised, through the summons to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting but will not be invited to speak at the meeting unless under exceptional circumstance and by express permission of the Mayor/Chairman.

ITEM 14

During the meeting members and officers will raise their hand to indicate to the Chairman that they wish to speak on an agenda item.

All members attending the meeting will monitor their own background noise and mute their own microphones, except when speaking, if necessary to negate interference with the meeting.

b. Voting

All voting will be undertaken by a show of hands.

c. Poor connectivity

In the case of poor connectivity the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items. In this event the Mayor will seek confirmation from the Member that they were present for the entire debate on the item in order to be able to vote.

d. Attendance

Councillors are encouraged to join the meeting promptly (i.e. at least ten minutes before the scheduled start time) in order to resolve any issues with joining and avoid disrupting the meeting. If a member is believed to have 'dropped out' this will be minuted. If 'drop outs' result in the meeting becoming inquorate members will endeavour to rejoin for a period of 10 minutes. After 10 minutes if the meeting is still inquorate the Chairman will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to advise of the suspension.

e. Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

6. **Virtual Meeting Etiquette**

Normal Standing Orders apply with regard to Conduct at Meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

Members are asked to treat virtual meetings with the same respect that they would if they were present in the Council Chamber. Members should be professional throughout the proceedings and should therefore:

- Dress as though they were in attendance at the Council Chamber
- Be aware of their screen appearance and background
- Ensure that there are no interruptions to their attendance from external influences

Members should not:

- Drink alcohol during the meeting
- Eat during the meeting
- Hold discussions with others in their household while the meeting is taking place
- Wander away from screen
- Leave the meeting without explanation or apology

7. Declaration of Interests

A councillor that has declared an interest that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made the councillor will be returned to the meeting

8. Public Participation

The Clerk will read any pre-submitted addresses from the press and public.

9. Confidential Matters

Confidential matters will be dealt with by exclusion of the press and public under *Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960*. Members of the press and public will be removed from the meeting to enable Councillors to continue with confidential matters

10. Recording

Zoom meetings will be recorded at the discretion of the Clerk and for the purposes of the minutes and the recordings of such will be deleted once the minutes of that meeting have been approved.

11. Information

The chat view box on the Zoom meeting will be disabled however it will provide additional information to attendees depending of the specific meeting.

Policy adopted 2020

For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

**PROTOCOL TO MARK THE DEATH OF A SENIOR NATIONAL FIGURE
OR LOCAL HOLDER OF HIGH OFFICE**

1. Summary

- 1.1 It is recommended a formal procedure to mark the death of a senior national figure or local holder of high office is adopted.

2. Recommendation

- 2.1 It is recommended to Full Council that the attached protocol is agreed.
- 2.2 It is recommended that the following necessary items be purchased to allow the protocol to be enacted:
- a. Appropriate Flag(s)
 - b. Book of Condolence
 - c. Appropriate pen
 - d. Black armbands
 - e. Black tablecloth

3. Background

- 3.1 Guidance has been made available for a procedure to follow upon the death of the Sovereign, other senior members of the Royal Family, senior national figures or local holders of high office. It has been drawn up with reference to published guidance from the Royal Household and the Government.
- 3.2 This procedure should be implemented by the Town Clerk or in her/his absence, the Mayor or Mayor's Secretary.
- 3.3 Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household.
- 3.4 It might also be appropriate to use elements of the procedure when responding to an incident which has lead to a large number of deaths, for example, a train crash or terrorist attack. This would apply if a National Day of Mourning was announced by 10 Downing Street. This would be at the discretion of the Mayor and Town Clerk.
- 3.5 It is suggested that consideration be given to the offering of the Town Flag to drape over a coffin to the family of a previous Town Mayor.

**PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE
OR LOCAL HOLDER OF HIGH OFFICE**

This protocol sets out the action to be taken in the event of the death of:

- HM The Queen
- HRH The Duke of Edinburgh
- HRH The Prince of Wales
- HRH The Duchess of Cornwall
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Cambridge
- HRH Prince Henry (Harry) of Wales

The protocol also provides guidance in recognising the deaths of the following individuals but should be read with reference to Appendix D.

- The Prime Minister
- A serving Town Mayor

This protocol was agreed by Policy & Resources Committee on XXXXXXXX.

It is due for review no later than 31 January 2022.

PART 1 Implementation of the Protocol on hearing of the death

Action Required	Authorised by	Other Notes
Wareham Town Council's mourning protocol will be implemented on the formal announcement by Buckingham Palace / Downing Street of the death of any one of those persons name on page 1 of this protocol.	Implementation will be authorised by the Town Clerk or in her/his absence, the Mayor or Mayor's Secretary.	

PART 2 Flying the Flag

Action Required	Implemented by	Other Notes
<p>Immediately, at the request of the Town Clerk, the flag at the Town Council offices will be lowered to half mast.</p>	<p>Staff member</p>	<p>See Appendix A in this protocol setting out the correct procedure for flying a flag at half mast.</p> <p>If the death falls on St George’s Day or the period of mourning includes St George’s Day, the flag of the patron saint should be replaced by the Union Flag at half mast.</p>
<p>Following the death of the Sovereign, when the new Sovereign is proclaimed (flags will – at 11.00hrs – be raised to full mast and flown throughout the day at full mast, returning to half mast at 1800.)</p> <p>In the case of the death of the Sovereign, the day following the death will be the Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half mast. All flags will be flown from the Mast Head from 1100 hours on Proclamation Day (D + 1) to coincide</p>	<p>Staff member</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family, the funeral will take place eight days after the day of death.</p>

<p>with the Reading of the Principle Proclamation and until 1300 hrs the following day (D + 2). This is because the Proclamation, having been read in London on Proclamation Day, will then be reading Belfast, Edinburgh and Cardiff on the following Proclamation Day.</p> <p>After the day of Proclamation, all flags are to be lowered to half mast until 0800 hours on the morning following the State Funeral (day of death plus 11 days).</p> <p>For any other prominent figures or local holder of high office, the flag should fly at half mast only on the day of death and the day of the funeral.</p>		
<p>At the Town Council offices, following the death of the Sovereign or other</p>	<p>As above</p>	<p>See Appendix D.</p> <p>The funeral of the Sovereign will take place 10 days after the day of</p>

<p>members of the Royal Family identified in the list on page 1, flags will continue to be flown at half mast until 0800hrs on the day following the funeral.</p> <p>For all others identified in the list on page 1 and Appendix D, flags at the Town Council offices will fly at half mast on the day of the announcement of the death. On subsequent days, the usual local arrangements will resume (see the note opposite) until the day of the funeral when they will again fly at half mast.</p>		<p>death. For other senior members of the Royal Family, the number of days will be fewer.</p> <p>The phrase ‘Usual local arrangements’ should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p>
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PART 3 Book of Condolence

A quiet location for the book should be considered so that those signing the books can have a moment of privacy and quiet reflection whilst doing so.

A loose leafed folder will ensure that pages can be re-ordered in case the Mayor and others cannot be the first to sign the book; their signatures can be on the first page of the bound book.

Action Required	Implemented By	Other Notes
<p>On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall,</p>	<p>Town Clerk</p>	<p>The officer should ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other</p>

<p>a Book of Condolence will be opened at the Town Council offices.</p> <p>Book of Condolence will be open from 1000hrs – 1300hrs Monday to Friday and will remain open until the day following the funeral.</p> <p>A table and chair should be made available for members to sign the Book of Condolence which should be loose leaf black folders and a supply of flag edged paper will be supplied as will table clothes and a framed photograph of the relevant person will be supplied from the stock held by the Town Clerk.</p>		<p>questionable comments should be quietly removed until such time as a decision can be taken at senior level (Town Clerk) on whether or not they should be permanently excluded.</p> <p>Books of Condolence should be opened on the first working day after death. Depending of anticipated demand, consider whether one or two books should be available. It should be an easily accessible place.</p> <p>Downloadable images of the Royal Family are available from www.royal.gov.uk</p>
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<p>The Mayor will issue a statement via the Town Clerk expressing the sadness of the Council and people of Wareham at the news of the death. The statement will also appear on the home page of the website.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of the Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal Website.</p> <p>On the death of any other significant person, the Town Clerk will discuss with the Town Mayor whether an e-book of Condolence should be opened on the Council's website.</p>	<p>Statement to be issued by the Town Clerk.</p> <p>Mayor's Secretary to ensure copy of the statement appears on the home page of the Council's website.</p>	<p>Guidance on the content of the statement is set out in Appendix B.</p>
<p>When the Book of Condolence has been closed, the Town Clerk will arrange for the pages to be bound and make arrangements for the final</p>	<p>Mayor's Secretary</p>	

bound version to be lodged.		
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PART 4 Focal point for grief

Upon the death of a member of the Royal Family or a senior national figure, members of the public may wish to visit a designated area as a focal point for grief. This may be to lay flowers and other tributes as well as to reflect and remember.

Action Required	Authorised by	Other Notes
There will be a designated area for members of the public to lay flowers etc. This will negotiated with the Rector of the parish.	Town Clerk	
This will be communicated to the public as part of the Statement issued by the Mayor via the Town Clerk.	Town Clerk	
This area will be monitored by the Town Clerk.	Town Clerk	
Tributes will be carefully removed the day following the state funeral.	Staff Member under the direction of the Town Clerk	

PART 5 Civic Engagements

From the day of death until the day after the funeral, careful thought should be given to the type of events and activities the Town Mayor should host or attend. Lunches,

dinners and receptions may not fit in with the mood of the nation and as a mark of respect may need to be cancelled or postponed.

Where school visits are scheduled it might be helpful for the Town Mayor to spend time with the children to talk about the events that are unfolding. This should not be pressed upon a Town Mayor who is not comfortable with taking on such a role.

Action Required	Authorised /Implemented By	Other Notes
To review the programme of engagements undertaken by the Town Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Town Mayor in conjunction with the Town Clerk.	Consider working with local faith groups to arrange some sort of service on the eve of the funeral.

PART 6 Dress Code

If a full Council meeting falls during the period of mourning it might be felt appropriate for Councillors to wear a black tie or black arm band. Black arm bands will be provided by the Council. Council members will be required to supply their own black tie.

Action Required	Implemented By	Other Notes
A stock of black armbands will be held in and available from the Town Clerk's Office for use by the Councillors and Town Clerk following the death of a senior figure.	The stock to be issued and maintained in good order by the Mayor's Secretary.	At the time of the annual review of this protocol, consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.

PART 7 Public Observance of Silence

Action Required	Implemented By	Other Notes
<p>When the death of a senior member of the Royal Family is to be marked by a two minute Silence, an announcement will be made by Buckingham Palace.</p>	<p>Town Clerk</p>	
<p>The Town Mayor will lead a Public Silence at a suitable location in the town.</p>	<p>Town Mayor/Town Clerk</p>	
<p>All those listed in Appendix C to be present. Councillors to wear black ties/arm bands/rosettes.</p>		<p>Black arm bands will be provided by the Town Council.</p>
<p>The death of an individual listed in Appendix D will be marked by a one minute Silence.</p>		

PART 8 Letter of Condolence from Wareham Town Council

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign). In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

Action Required	Implemented By	Other Notes
As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor for approval before dispatch.	Town Clerk.	

PART 9 COVID Restrictions

If the death takes places during a period of ‘lockdown’ government restrictions will apply to all actions involving the public and guidance will be published at the time which should be followed.

In the event the death takes place during social distancing restrictions, those restrictions will need to be taken into account when inviting members of the public to sign the book of condolence and a risk assessment drawn up at the time, by the Town Clerk, taking into consideration the level of social distancing, restrictions on face coverings and hand sanitisation.

Action Required	Implemented By	Other Notes
Covid19 risk assessment to be produced in line with current restrictions.	Town Clerk.	Follow Government guidelines as published at the time: www.gov.uk/coronavirus

Appendix A

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport. Details can also be found on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Department for Culture, Media and Sport and Flag Institute is adhered to strictly.

Half mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical but a mourning cravat can be used instead.

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half mast position. When it is being lowered from the half mast, it should again be raised to the top of the mast for a second before being fully lowered.

Appendix B

The statement should begin with a suitable expression of sadness of the Town Council on hearing the announcement.

It might go on to state that flags will be flown at half mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Council's programme of events and engagements, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Town Council to action before that action has been discussed and has the necessary agreement from the political leadership.

Appendix C

All members of the Council

Town Clerk

Past Mayors

Appendix D

Upon the death of those individuals listed below, the flag at the Town Council offices will be lowered to half-mast and be marked by a minute Silence.

- The Prime Minister (time and place of Silence to be directed by the Sovereign/Government).
- A serving Town Mayor (time and place of Silence to be directed by the Town Clerk).