



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

27 October 2020

To: All Members of the Council

**NOTICE IS HEREBY GIVEN** that a meeting of **WAREHAM TOWN COUNCIL** will be held on **3 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: 81540236363

Or click here: <https://us02web.zoom.us/j/81540236363>

Vanessa Ricketts FSLCC  
Town Clerk

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

### **Members of Wareham Town Council**

Councillor L Kirk (Town Mayor)  
Councillor K Green (Deputy Mayor)  
Councillor D Budd  
Councillor M Cotton  
Councillor R Dean  
Councillor H Goodinge  
Councillor V Green  
Councillor S Kemp  
Councillor M Russell

Councillor D Cleaton  
Councillor K Critchley  
Councillor B Ezzard  
Councillor Z Gover  
Councillor M Humphries  
Councillor R Schofield  
Councillor C Turner



## **FULL COUNCIL MEETING**

### **A G E N D A**

**3 November 2020**

**1. Apologies for absence**

To agree by resolution the apologies for absence received.

**2. Declarations of interest**

To receive any declarations of interest from Members of the Council.

**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.

**4. Confirmation of the minutes of the Council meeting held on 22 September 2020 and the extraordinary meeting on 14 October 2020**

To confirm the minutes of the meeting held on 22 September 2020 and the extraordinary meeting on 14 October 2020.

**5. Matters arising from the minutes of the Council meeting held on 22 September 2020 and the extraordinary meeting held on 14 October 2020**

To consider any matters arising from the minutes of the meeting held on 22 September 2020 and the extraordinary meeting held on 14 October 2020.

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

In addition to County Councillor Reports, Councillors who represent the Town Council on outside bodies may wish to take this opportunity to report on any matters of interest.

**7. Financial statements and authorisation of payments**

To consider financial statements and payments of accounts, and for Councillors to acknowledge and authorise signatories to sign cheques and make BACS payments.

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

**9. Reports of Committees and Sub-Groups**

- a) Amenities Committee – 21 October 2020

- b) Neighbourhood Plan Steering Group – 10 September 2020, 8 October 2020 (to follow)
- c) Personnel Committee – 20 October 2020
- d) Planning and Transport Committee – 16 September 2020, 7 October 2020
- e) Policy, Resources and Finance Committee – 13 October 2020, 27 October 2020

**10. Purbeck Youth and Community Foundation Presentation**

To receive a presentation from Mrs Joyce Spiller on the work of the Foundation and Youth Club.

**11. Wareham Tower Chimes**

To discuss the request for the Council's endorsement of an online Art Auction and virtual Christmas Market.

**12. Revised Calendar of Meetings 2021**

To receive a report and agree a revised calendar of meeting for 2021 from Cllr Budd.

**13. Request from the Northmoor Allotment Holders Association regarding a change to the Council's nominated representative.**

To agree a request from NAHA to appoint Cllr Cotton as the Council's representative on the outside body.

**14. Volunteer of the Year Award**

To consider whether the Council wishes to proceed with a Volunteer of the Year Award for 2020 and agree a revised process from the adopted policy due to the shorted timeframe.

**15. Code of Conduct**

To agree to adopt the Code of Conduct attached in line with Dorset Council.

**16. Motions to Council**

To consider the following motions received from Cllr Ezzard in accordance with the Council's adopted Standing Orders:

**1) Fireworks**

"I have been approached by several residents regarding Fireworks and the affect on Animals of inappropriate/indiscriminate use. Especially this year when large organised Bonfires will not take place; therefore small garden gatherings etc will cause animals, especially dogs, a lot of anxiety and stress and owners too.

Please may I present to the Council for consideration the following motion, taken from the attached RSPCA information.

The Council resolves to :

- a) Actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people.
- b) to encourage local suppliers, ie retailers of fireworks to stock "quieter" fireworks for public display and WTC issue a flyer for distribution.
- c) To request all public firework displays within the Town Council boundaries to be advertised in advance of the event, allowing residents to take precautions.
- d) Write to the Dorset Council/UK Government urging them to introduce legislation to limit the maximum noise level"

## **2) Zoom**

"In these difficult times of Virtual Meetings, which I know will continue for a long time to come, it has come to my notice that if any group, need to have separate meetings from the authorised TC Committee's etc. to discuss topics, such as Climate Change and "Friends of" this involves the "Group" in having to set up their own Zoom mtgs which are limited to 40 mins. unless incurring charges for these groups. I would like to suggest that the Town Council support these "meetings", using a blanket registration by the Town Council with Zoom. I believe an arrangement of up to 10 authorised persons can achieve this under the umbrella of the Council.

May I present the following Motion to Council for consideration:

"The Wareham Town Council resolves to authorise Zoom Meetings to be organised, with vetting, of topics pertaining to and for the common good of the local community of Wareham, to further its aims and objectives; The authority for the Zoom Meetings would be authorised and vetted by the Wareham Town Clerk."

### **17. Any other items the Mayor deems urgent**

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

### **18. Date of next meeting**

To note the date of the next meeting, which is scheduled for  
**Tuesday 15 December 2020 at 7.00 pm.**

### **19. *At the conclusion of this part of the Agenda, the Chairman will move the following resolution:***

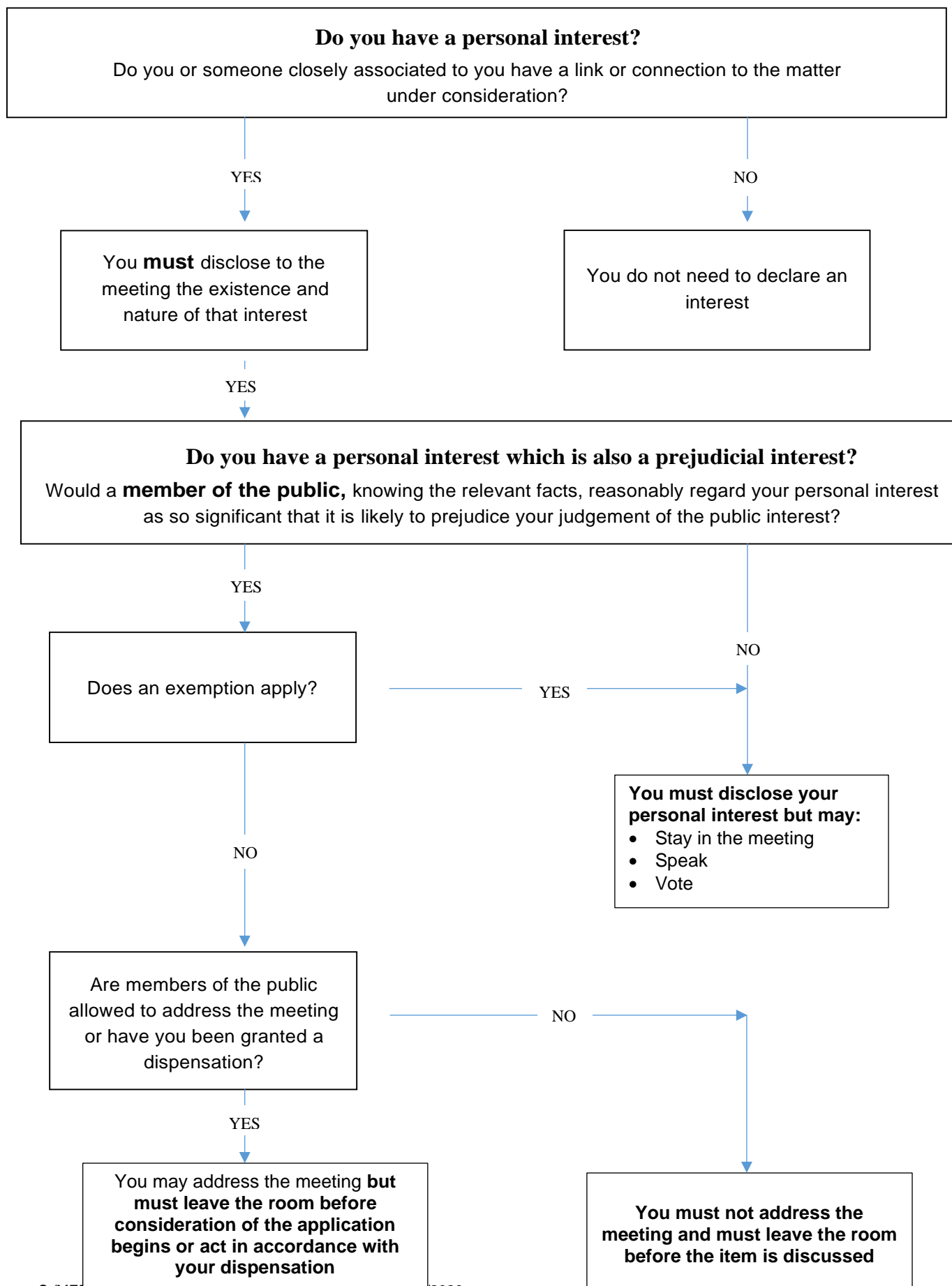
*That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.*

### **20. Staff Review**

To consider the confidential staff review report together with recommendations from Personnel Committee and Policy, Resources and Finance Committee.

## Declaration of personal and prejudicial interests

**Questions to ask yourself. If in doubt you should ask your Clerk or your Monitoring Officer.**





**Minutes of a meeting of the Town Council held on  
Tuesday 22 September 2020 via Zoom at 7.00pm.**

**Members Present:** Councillors L Kirk (Mayor), K Green (Deputy Mayor), D Budd, D Cleaton, M Cotton, K Critchley, B Dean, B Ezzard, H Goodinge, Z Gover, V Green, M Humphries, S Kemp, M Russell, R Schofield, C Turner

**Officers present:** V Ricketts, Town Clerk; T Bailey, Operations Manager

**167. Apologies for absence**

There were no apologies for absence.

**168. Declarations of interest**

There were no declarations of interest.

**169. Public participation time**

There were 16 members of the public present. The Clerk advised that letters had been received from two members of the public, one in relation to Cottees development site, which would be considered at the next Planning and Transport Committee, and the other relating to parking issues which would be covered within the presentation by Purbeck Neighbourhood Inspector James Offer.

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

The minutes of the previous meeting of the Town Council held on 11 August 2020 were presented by the Mayor.

**Resolved** that the minutes be taken as read, confirmed and signed by the Mayor (subject to the following amendments: the inclusion of Councillor Goodinge in attendance).

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

There were no matters arising.

**172. Reports by Dorset Councillors and representatives on outside bodies**

Dorset Ward Councillor Ezzard apologised for the absence of Councillor Holloway, who had submitted a report included in the agenda. There were no questions or comments on the report.

Councillor Humphries updated Members on Wareham District Development Trust.

**173. Financial statements and payments**

The Town Clerk presented a list of payments for approval.

**Resolved** that payments be made in the sum of £29,116.06 (£24,277.16 BACS and £4838.90 Direct Debits), be approved and signatories be authorised to sign the cheques).

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

The Mayor advised that she had attended the Friends of Wareham Hospital AGM and the unveiling of a mural at the Youth Club, which had been produced by the youths in association with a local artist. The Mayor further advised that she had met with the editor of Dorset Life who was writing an article on Wareham.

**175. Committee reports and Sub-group reports**

The Chairmen of the Council's Committees presented the minutes of the following meetings for receipt:

- a) Amenities Committee – 9 September 2020
- b) Neighbourhood Plan Steering Group – 13 August 2020
- c) Personnel Committee (Extraordinary Meetings) – 7 August 2020 and 1 September 2020
- d) Planning and Transport Committee – 26 August 2020
- e) Policy Resources and Finance Committee – 1 September 2020

**176. Update on the Purbeck Gateway Development Project**

Members received an update from Dorset Council Officers on the progress of the Purbeck Gateway Development Project. The presentation outlined the three sites: Wareham Middle School, Wareham Hospital and the Bonnetts Lane site, and providing an update on the design and planning constraints. Members were advised that the design brief would be presented to Dorset Council Cabinet on 3 November 2020; a procurement launch was scheduled for the winter, with construction planned to start in the summer of 2022, completion of the Health Hub by 2023 and housing by autumn 2024.

**177. Inspector James Offer**

Members received a presentation from Purbeck Neighbourhood Inspector James Offer outlining the current staffing levels for the Purbeck Neighbourhood Team and detailing how neighbourhood policing had changed during lockdown.

Members raised parking issues in and around Wareham including driving on the pavements, obstruction of the footways and parking on yellow lines. Inspector Offer detailed the different enforcement levels and which applied to the various violations. He encouraged Members and members of the public to report violations to the police through the 101 facility. This, in turn, would build a case for greater action in the area and identify hotspots. With regard to antisocial driving issues, he further encouraged noise diaries to be kept as evidence of continuing problems.

A member of the public was also permitted to speak on this matter by the Mayor, having submitted a letter referred to under public participation, reiterating the

problems in Wareham regarding illegal and dangerous parking. Inspector Offer noted all the issues raised.

**178. Resolutions Report**

Members considered the quarterly Resolutions Report providing updates of the resolutions of Council to date. A Member noted that a resolution from Planning and Transport Committee had been omitted, he further requested validation dates be added to the report. The Town Clerk apologised for the omission and agreed to include the validation dates in future reports.

**179. Social Media Policy**

**Resolved** that the Social Media Policy, recommended from Policy, Resources and Finance Committee on 1 September 2020, be approved.

**180. Councillors Laptop Policy**

**Resolved** that the Laptop Policy, recommended from Policy, Resources and Finance Committee on 1 September 2020, be approved.

**181. Abbots Quay**

The Town Clerk reported complaints received regarding activities on Abbots Quay and the response received from Dorset Council Licencing Officers confirming that the slipway was public. A Member questioned the ownership of the area of land to the side of the public slipway which was unknown. It was noted that the operative of the boat hire concession would be contacted by the Licensing Team to ensure that he carried on his business in accordance with his licence.

**182. Conclusion of Annual Audit**

The Town Clerk advised that, under the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the date for the Conclusion of Audit had been changed from 30 September to 30 November 2020.

**183. Remembrance 2020**

The Town Clerk updated Members on the possible arrangements for Remembrance Sunday. It was noted that a parade would not be possible due to the current Coronavirus restrictions. The Town Clerk had been liaising with the British Legion as to what might be possible regards to wreath laying and a church service. Members agreed for the Town Clerk to continue liaising to agree arrangements for the event and report back to Council.

**184. Annual Risk Management Report**



Members received the annual risk management report and were satisfied that all the risks had been identified and agreed with the mitigating responses.

**Resolved** that the annual Risk Management report be approved.

**185. Calendar of Meetings 2021**

Members considered the proposed calendar of meetings for 2021/22. A Member stated that meetings should be more evenly spaced and follow a pattern similar to the current year. It was agreed for the Member to work with the Town Clerk to produce a revised draft calendar, to be presented to the next full Council.

**186. Government White Paper – Planning for the Future**

The Town Clerk recommended that, whilst a proposed response to the Government had been produced by the Planning and Transport committee on 16 September 2020, further consideration should be deferred until the Extraordinary Council meeting on 14 October 2020, to ensure that the response from the Neighbourhood Plan Steering Group, due to meet on 8 October, could also be taken into consideration. The recommendation was supported by Members and –

**Resolved** that a response to the Government White Paper – Planning for the Future, be considered at the Extraordinary Council meeting on 14 October 2020.

**187. NJC Pay Award**

Members noted the 2020/2021 NJC pay award of 2.75% which would be backdated to 1 April 2020.

**188. Traffic through Wareham**

Councillor Kemp asked Members to consider an issue of antisocial traffic through Wareham, including the playing loud music and revving of engines. Members agreed that, following the advice of Inspector Offer earlier in the meeting, a noise diary should be kept as evidence and that Environmental Health Officers at Dorset Council might be able to supply a noise meter for the purpose.

**189. Any other items the Mayor deems urgent**

The Mayor reported that she had no matters of urgency.

**190. Date of next meeting**

It was noted that the date of the next meeting, which is an extraordinary meeting, is scheduled for **Wednesday 14 October 2020 at 7.00 pm**. The next ordinary meeting of the Council is scheduled for **Tuesday 3 November 2020**.

## Payments List - Meeting Date 22nd September 2020

Inv. Date		Payee	Amount	Details
25.08.20		T Bailey	15.00	Shelving for rear yard
21.08.20	96985	Dorset Electrical	144.00	Monitoring charge 21/8/20 to 21/8/21
21.08.20	66977	SW Councils	180.00	T Bailey - 6 x 60 minute webinar training
26.08.20	S22420	PWB Industrial Heating	96.00	Air conditioning system service
27.08.20	11831	Vision ICT Ltd	1437.00	Website design & development - final account
28.08.20	120121	Clarity Copiers	32.26	Copier charges - August 2020
27.08.20		DC Pension Fund	4097.24	Pension contributions - August 2020
27.08.20		HMRC	3763.38	PAYE - August 2020
27.08.20		Salaries	11542.45	August 2020 salaries
31.08.20		Lidl	70.07	Bulbs for WIB
14.09.20	2411	Amazon	194.22	Aluminium angles, packing tape
14.09.20	DanceADay	Aimee Smith	40.00	Refund of March bookings
08.09.20	12714	Rejuvenate	720.00	Block purchase of service hours
11.09.20	12742	Rejuvenate	69.10	Web hosting 06.03.20 to 30.06.20
29.08.20	D310773	Consortium	153.14	Gloves, stationery, cleaning materials
31.08.20	68562	3C Payment	235.01	Credit card processing - August 2020
13.08.20	3073905	Wessex Fire & Security	599.73	Museum fire alarm
17.08.20	394817	Loomis	268.03	Cash collection monthly contract - September
21.08.20		CJ Smith	103.20	Repair leak in foyer
27.08.20	27210	Wm Pond	92.40	General maintenance equipment
28.08.20	02A3947	Loomis	43.57	Coin sorting August
24.08.20	2802	Dorset Doors	96.00	Pavilion door
01.09.20	12677	Rejuvenate	285.36	Monthly support & backup
<b>Total BACS</b>			<b>24277.16</b>	
<b>Direct Debits</b>				
23.08.20	216363	Fuelcard People	52.40	Diesel for vans
31.08.20	32025949	Suez	181.30	Rubbish collection from Town Hall July
31.07.20	5752718	Waterlogic	24.84	Cooler rental
31.08.20	246547	Fuelcard People	55.87	Diesel for vans
01.09.20	10233169	Sage	30.00	Sage 50 payroll September 2020
01.09.20	961510801	Water2business	31.50	Pavilion water usage -September 2020
01.09.20	2.697E+09	Water2business	74.00	Howards Lane toilets water usage - September'20
01.09.20	96200001	Water2business	85.00	Town Hall water usage - September 2020
01.09.20	300855984	Dorset Council	101.00	Howards Lane toilets rates - September 2020
01.09.20	300059492	Dorset Council	150.00	Museum rates - September 2020
01.09.20	300855997	Dorset Council	177.00	Quay toilets rates - September 2020
01.09.20	2.689E+09	Water2business	198.00	Quay toilets water usage - September 2020
01.09.20	300059573	Dorset Council	849.00	Howards Lane car park rates September 2020
01.09.20	300061477	Dorset Council	936.00	Town Hall rates - September 2020
04.09.20		Bonline	46.97	CCTV - Town Hall & Museum
10.09.20	1.79E+09	EE	102.46	Car park machines & mobile 'phones

## ITEM 4

14.09.20	Z0072450	BNP Paribus	233.50	Van lease September 2020
14.09.20		Barclaycard	1302.20	July and August costs
30.09.20	32054724	Suez	207.86	Rubbish collection from Town Hall August
<b>Total DDRs Payable</b>			<b>4838.90</b>	
<b>Total Payments</b>			<b>29116.06</b>	

Draft



**Minutes of an Extraordinary meeting of the Town Council held on Tuesday 14 October 2020 via Zoom at 7.00pm.**

**Members Present:** Councillors L Kirk (Mayor), K Green (Deputy Mayor), D Budd, D Cleaton, M Cotton, K Critchley, B Dean, B Ezzard, V Green, M Humphries, S Kemp, M Russell, R Schofield, C Turner

**Officers present:** V Ricketts, Town Clerk; T Bailey, Committee Clerk

**216. Apologies for absence**

An apology for absence was received from Councillor Z Gover.

**Resolved that** the apology be accepted and reason for absence noted.

**217. Declarations of interest**

There were no declarations of interest.

**218. Public participation time**

There were 2 members of the public present.

**219. Neighbourhood Plan**

The Vice Chairman, Dr David Evans, was invited by the Mayor to give an introduction to the changes that had been made to Neighbourhood Plan since its withdrawal.

A vote of thanks was unanimous from the Town Council to Dr David Evans and Hilary Evans for their unstinting hardwork in producing an excellent Neighbourhood Plan document.

**Resolved that:**

- a) the Wareham Neighbourhood Plan (submission draft) be approved in principle for submission to Dorset Council, together with the necessary supporting evidence.
- b) That the Chairman and Vice Chairman of the Steering Group be delegated to make changes to the submission draft prior to submission to correct and improve the presentation of the Plan, providing that these do not significantly alter the substance of the Plan.
- c) That agreement of the independent examiner's appointment with Dorset Council, and any responses to queries raised by the Examiner in the course of the Examination, be delegated to the Chairman and Vice Chairman of the Steering Group.

## 220. Government White Paper – Planning for the Future

A number of responses had been circulated to Councillors prior to the meeting for consideration.

**Resolved that** the following response be sent to the Planning Directorate.

1. Whilst Wareham Town Council welcomes the objectives set out in the White paper of streamlining the planning process and improving the quality of new housing, the proposals are unlikely to achieve the objectives and could delay the recovery of the development industry and house building. A more effective approach would be a thorough and considered review to simplify and improve the existing planning system.
2. That strategic planning be reintroduced at national or regional/sub regional level to identify areas for growth and areas of restraint and to allocate housing and other development requirements to council areas based on their capacity to accommodate new development. This will provide the essential context for the preparation of local and neighbourhood plans. There should be public consultation as part of the process for preparing these strategic plans.
3. That the proposed reduction in public and thus parish and town council involvement in detailed planning applications is contrary to the principles of local democracy and should not be proceeded with. Town and Parish Councils have an important role to play in representing the community's views on development applications and this role should be retained.
4. That the increased use of digital access is welcomed but consideration should be given to those without access to this technology.
5. That the law on the enforcement of breaches of planning control is strengthened and that greater resources are made available for enforcement by local councils.
6. That the Government's commitment to retaining neighbourhood planning is strongly welcomed.
7. That neighbourhood plans should have the ability to allocate land in their area for growth, renewal and protection, to set out policies for development in each zone and continue to have the powers to be able to prepare design codes and other SPDs to influence the appearance, layout etc of new development.
8. That the proposal to retain the neighbourhood share of the new Infrastructure levy is strongly supported to fund neighbourhood priorities identified in the plan.
9. That Government funding to support neighbourhood planning be continued and where appropriate increased to reflect changes to the system and that all

unitary and district councils be resourced to provide adequate technical support to encourage neighbourhood plan preparation across their areas.

**221. Date of next meeting**

It was noted that the next meeting of the Town Council was scheduled to be held at **7.00pm on 3 November 2020.**

Mayor.....

Date.....

Draft

### **Cllr Beryl Ezzard: DC Report Oct/Nov 2020 for Wareham Town Council**

**Contact Beryl – 01929 550138 or Cllr Ryan Holloway – 07783362330**

#### **Dorset Council**

At the recent full Dorset Council (DC) Meeting on Thursday 15 October (Virtual meeting), The Climate Change (CC) Strategy decision was deferred for DC becoming Zero Carbon by 2040 and the DC Unity Area by 2050; as many Members of the DC were dismayed with the proposed decision and that this should and could, be achieved sooner - DC Zero Carbon by 2030/35, respectively. We need your help in support of this amendment for the DC CC Strategy, before it is too late. The next DC Meeting will be on Thursday 10 December.

An Extension of the Low Carbon Dorset Programme which was due to expire in March 2021 has been awarded by the European Regional Development Fund (EDRF). This additional funding, £5.86 million, extends the project until 2023. The Fund gives 40% funding towards Low Carbon energy projects: e.g. Solar Panels, for Businesses, Village Halls and Charities.

There is a TIC consultation until 29 November on whether DC will be funding TIC's in future; [www.dorsetcouncil.gov.uk/TIC-consultation](http://www.dorsetcouncil.gov.uk/TIC-consultation). "Discover Purbeck" has been in operation on-line and likely to continue.

#### **DC Covid-19 update**

There has been a very worrying trend/increase in the latest figures of the infection rate to 276 in DC during the last week. please adhere to: "Face, Hands & Space" when mixing outside.

#### **DC's response for provision of Free School Meals**

DC have confirmed that for those families needing free meals for their children during Half-term will be provided with them. The Govt have withdrawn their support for Free School Meals during the Holidays. Foodbanks and the Citizens Advice are helping to provide this service. See separate email forwarded to the Town Clerk on Monday 28 October.

#### **DC & BCP**

I attended a briefing on the "Transforming Travel Programme"; a £69m funded by DfT affecting the SE of DC and the BCP (limit Bakers Arms-Wareham). This Govt funding awarded in February, with match funding from DC & BCP is for sustainable ways of travel – 5 connected cycleways/footpaths with more direct routes using public transport. Bus companies, SW Railway and GW Railway are participating too. I am hoping "Beryl Bikes" to be introduced in the Wareham area, as seen in the BCP area.

#### **DC Urge Response to the "Planning for the Future" White Paper**

## ITEM 6

The DC Planning Cabinet Member, Cllr David Walsh urges all T&PC's to respond to the consultation which closes on 28 October. Individual residents are also encouraged to respond.

### **DC Proposed Car Park Charges**

DC issued a Press Release in October, without consultation and causing criticism by DC Members, by proposing parity parking charging across Dorset. We hope this will cause a re-think of this operational change!? It is proposed to take place from January and include the 5 Car Parks in Wareham transferred to DC when Purbeck DC was dissolved, increasing charging and times of when charging; 8 am – 8 pm Monday to Sunday. This is a radical move that will hit the local community; currently not charged until 10 am and ceasing at 6 pm.

**Councillor Surgeries:** to date our Advice Surgeries are suspended till further notice at Wareham Library. Residents and councillors in the ward are welcome to email us with any issues: [cllrryan.holloway@dorsetcouncil.gov.uk](mailto:cllrryan.holloway@dorsetcouncil.gov.uk)  
[cllrberyl.ezzard@dorsetcouncil.gov.uk](mailto:cllrberyl.ezzard@dorsetcouncil.gov.uk)



# Payments List - Meeting Date 3rd November 2020

ITEM 7

Inv.

Date	Ref No.	Payee	Amount	Details
12.08.20	259890	Amazon	6.99	Cleaning cloths
22.08.20	TEL6631	Rejuvenate	19.59	VAT element
07.09.20	D328095	Consortium	67.17	Bleach, stationery
14.09.20	4171	Amazon	19.96	Sealing tape
14.09.20	338274582	Amazon	16.52	Ronseal filler, Bostik gripfill
28.09.20	1101824670	Trade UK	36.10	Paint, work boots
29.09.20	27228	WM Pond	74.10	General maintenance
30.09.20	070047	3C Payments	137.76	Credit car processing - September 20
30.09.20	WGS5406	Wessex Ground Services	1349.10	Grass cutting July, August & September
30.09.20	0402641	Loomis	127.48	Coin sorting analysis September 2020
01.10.20	1102944963	Trade UK	38.00	Work boots, cable ties
01.10.20	TEL688	Rejuvenate	129.16	Telephone services October 2020
03.10.20	CJS031020	CJ Smith	72.00	Repairs to gents Quay toilets
05.10.20	Furze051020	JG Furze	2400.00	Staff review
06.10.20	WBIC	Wareham Burial Joint Com.	5911.00	50% of annual contribution
07.10.20	10038158	Wareham Tyres & Exhaust	96.00	2 new tyres for van - HD55 EXB
07.10.20	D396652	Consortium	97.10	Blue roll, glove & disinfectant
08.10.20	20/170	DAPTC	39.00	Planning webinar - R Schofield
08.10.20	33238	Amazon	17.98	P & C stamps
14.10.20	RBL	Royal British Legion	250.00	Grant re wreaths
15.10.20	404446	Loomis	268.03	Monthly cash collection contract fee - November'
15.10.20	79T6	Amazon	66.52	Coco liners for hanging baskets
15.10.20	3992	Amazon	19.98	Carpet & rug tape
16.10.20	43466	Play Inspection Co	300.00	Play area inspections
19.10.20	171733	Amazon	24.14	Bulbs
<b>Total BACS</b>			<b>11583.68</b>	
<b>Direct Debits</b>				
30.09.20	5856838	Waterlogic	37.32	Water cooler rental - October 2020
03.10.20	71679147	O2	23.41	Mobile 'phone 19.09-18.10.20
15.10.20	Sep-20	Barclaycard	638.45	September account
16.10.20		Sage	30.00	Payroll software
19.10.20	9000459133	Fuelcard People	54.20	Diesel for vans
30.09.20	32083598	Suez	214.99	Town Hall refuse collection - 156kg excess weight
<b>Total DDRs Payable</b>			<b>998.37</b>	
<b>Total Payments</b>			<b>12582.05</b>	



**Minutes of a meeting of the Amenities Committee held  
on Wednesday 21 October 2020 via Zoom at 7.00pm.**

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

**Officers present:** V Ricketts, Town Clerk; T Bailey, Committee Clerk

**Non-Committee Members present:** Councillor M Humphries

**232. Apologies for absence**

There were no apologies for absence.

**233. Declarations of interest**

There were no declarations of interest.

**234. Public participation time**

There were no members of the public present.

**235. Confirmation of minutes of previous meeting**

The minutes of the previous meeting of the Amenities Committee held 9 September 2020 were presented by the Chairman.

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

**236. Consider matters arising from the minutes of the previous meeting**

There were no matters arising from the minutes of the meeting held on 9 September 2020.

**237. Budget Comparison**

The Chairman presented the budget comparison report and the revised budget.

**Resolved** to note the budget comparison report and the supplementary revised budget that had been distributed.

**238. 2 Mill Lane – An update**

Further to a meeting of the Working Party on 23 September 2020, the Operations Manager was asked to contact a selection of Surveyors with experience in listed buildings in order to establish a level of interest. The Operations Manager was able

to update the Committee that a number of surveyors, with listed building experience, had been contacted and whilst each company was extremely busy, they would welcome the opportunity to receive further information.

**Resolved** that the Operations Manager would contact the surveyors with further information on the project and request a fee proposal. Once in receipt of the required information, the Operations Manager would notify the Working Party to arrange a meeting in order that they may be updated.

### **239. Locations of benches**

Further to the donation of a memorial bench to be placed outside Sainsburys, the relocation of the old bench was considered. The Operations Manager had surveyed the proposed site of Shatters Hill in Wareham and been in touch with Dorset Council to ascertain what the cost would be to re-site the old bench. Confirmation had been received from Dorset Council that they would be prepared to re-site the bench, when installing the new bench, at a cost of £504.00. The Committee confirmed that agreement could be given to proceed with this and that the funding would come from the Street Furniture budget.

The location of a second bench was also discussed and it was agreed that this would be sited in its original location adjacent to the post office. The Operations Manager would arrange for it to be removed from storage as soon as was practical and arrange for the Operations Officer to carry out the refixing of the bench.

**Resolved** that Dorset Council, when installing the new memorial bench, would resite the old bench to Shatters Hill in Wareham at a cost of £504. The budget required for this work would be taken from Street Furniture (2300/4). The second bench would be returned to its original location adjacent to the Post Office and it was anticipated that this work could be carried out by the Operations Officer.

### **240. Gateway Stones**

Further to the confirmation of S106 money from Bloor Homes in relation to the Westgate project, the commissioning of two large pieces of Purbeck stone had been approved by the Town Council through the Planning and Transport Committee. A design had been agreed whereby the stone would be engraved by a local stonemason at the Burngate Stone Carving Centre.

It was noted that the stones were now ready to be transported back to Wareham and as such Peter Andrews of Andrews Plant Hire had been contacted to assist with this.

Further to a discussion regarding where to install the stones, it was agreed that the originally proposed sites be confirmed. The 'Welcome to Wareham' stone would be placed on the Westgate side, facing the Worgret roundabout and the 'Wareham' stone would be sited on the Purbeck School side facing Wareham town.

**Resolved** that the Operations Manager contact Peter Andrews to confirm the sites and ask that the stones be transported and installed at his earliest convenience. Any budget required would be taken from General Maintenance (2300/3).

**241. Town Hall Refurbishment**

Members considered the refurbishment of the Town Hall and the possibility of a public works loan to cover the costs and further considered appointing a working party to take this matter further.

**Resolved** that no further action be taken at this time.

**242. Town Council play areas**

Members considered the replacement of play areas at Drax Avenue, Mistover Road, Hauses Field and the Recreation Ground and the possibility of a public works loan to cover the costs and further considered appointing a working party to take this matter forward.

**Resolved** that a report be prepared, to cover the initial scope of the project.

**243. Waste Collection by Council staff**

Members considered the health and safety implications associated with the way that waste was currently carried in the Council owned van and explored alternative options.

**Resolved** that a report be prepared outlining the options available and the associated costs.

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

The Chairman raised an item, which had been requested by a Member. The Officers advised that this matter had been considered by the Amenities Committee in January 2020 and that it had been agreed that no further action could be taken.

**245. Date of next meeting**

To note the date of the next meeting, which is scheduled for **2 December 2020** at **7pm**.



### Wareham Neighbourhood Plan Steering Group

Notes of the meeting held 7pm, on the 10<sup>th</sup> September 2020 using Zoom

	Item	Outcome of discussion	Action/ Responsible member
	Present	Ms S Bellamy (DC), Cllr. K Critchley (Chair), Cllr D Budd, Cllr R Dean, D Evans (Vice-Chair), Mrs H Evans, Cllr B Ezzard, Cllr Mrs H Goodinge, Cllr. K Green, Cllr Mrs M Humphries, Cllr L Kirk, Vanessa Ricketts (Town Clerk). Cllr Carol Turner, M Wiggins, Mrs N Wiggins	
1	Apologies	Cllr D Cleaton, N Fagan, R Holman, Ms L Kenyon, Cllr M Russell	
2	Notes from the last meeting (13 <sup>th</sup> August)	One correction was made on page 3 - the date of the next meeting is 10 <sup>th</sup> September. Otherwise these were agreed as a correct record.	VR Arrange correction of date of the next meeting on page 3 (10 <sup>th</sup> September
3	Matters Arising	Cllr Budd referred to the consultation on the Government White Paper on proposed planning reforms and asked when the Steering Group will be discussing this. DE explained that the closing date for comments was 30 <sup>th</sup> October and that he would prepare a paper for discussion at the October meeting. SB will share a You Tube video concerning the White Paper featuring a leading QC with the Steering Group by email.	

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4	Dorset Council Update	SB reported that the Purbeck Plan Modifications are expected to be published by the end of the year and that options for the Dorset Local Plan are expected early next year. A meeting, with Heritage England, to consider the proximity of development on the Hospital and Health centre site to the scheduled ancient monument, is now due to take place next week.	
5	Update on Middle School and Hospital sites	DE reported that there had been 3 zoom meetings of Dorset Council, Dorset Healthcare and Dorset PCT. There had been a convergence of view largely consistent with the neighbourhood plan and making the principles of development diagrams illustrative has been welcomed. Consideration is being given to the future location of the pre school. A presentation on proposals for the former Middle School, Bonnetts Lane and Hospital sites is being given by Dorset Council to Wareham Town Council on 22 <sup>nd</sup> September. A brief for the disposal of the site will be presented to Dorset Council Cabinet on 3 <sup>rd</sup> November. The timescales for the proposed development are 2023 for the development of the Health Centre site, with the Bonnets Lane site expected completion during 2024.	
6	Consider any further changes to the draft Wareham Neighbourhood Plan which has been amended following the Steering Group meeting in August	<p>DE reported that there were a few remaining typos and page numbering that will need amending. Further changes to be made in response to the Reg 14 consultation were discussed as follows:</p> <ul style="list-style-type: none"> <li>• Inclusion of bullets describing the principles of development for each site within the policies and clarification that the principles of development diagrams illustrate the principles. It was noted that this will introduce a greater degree of flexibility.</li> <li>• Additional policy stating that all new homes should have private amenity space</li> <li>• Policy H the Hospital site – trees on edge to be included in publicly maintained open space</li> <li>• LDP3 SB suggested that in this policy water courses be changed to water <i>features</i>. This was agreed</li> </ul>	

**ITEM 9b (i)**

		<p>The resolution that the NPSG recommend to WTC that this Plan be submitted to Dorset Council for its Reg 16 consultation, subject to any minor changes agreed by the Chair and Vice Chair, was proposed by KC, seconded by MW and agreed unanimously by the Steering Group. It was noted that the previous accompanying documents would be also submitted together with a slightly revised SEA. The WTC will consider the revised Plan at a special meeting on 14<sup>th</sup> October. SB pointed out that once the neighbourhood plan had passed its Examination it would carry the full weight of a neighbourhood plan.</p>	<p>Revised draft Wareham Neighbourhood Plan to be considered by WTC on 14<sup>th</sup> October.</p>
<b>7</b>	Urgent items	There were none.	
<b>8</b>	Date of next meeting	Meeting of Steering Group 7pm, Thursday 8 <sup>th</sup> October at 7pm.	ALL



**Minutes of a meeting of the Personnel Committee held on 20 October 2020 via Zoom at 10.30am.**

**Councillors Present:** Councillors D Budd (Chairman), C Turner (Vice Chairman), K Critchley, B Ezzard, Z Gover, K Green, M Russell

**Officer Present:**

V Ricketts - Town Clerk

**222. Apologies for absence**

There were no apologies for absence.

**223. Declarations of interest**

There were no declarations of interest.

**224. Public participation time**

The Town Clerk reported that there had been no questions or comments received under 'Public Participation' in advance of the meeting and no members of the public were present.

**225. Minutes of the Personnel Committee**

**Resolved** that the minutes of the Personnel Committee meeting held on 28 July and the Extraordinary meetings of 7 August and 1 September 2020 be approved.

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

There were no matters arising.

**227. Items considered urgent by the Chairman for report of agenda item for the next meeting.**

There were no matters of urgency.

**228. Date of the next meeting**

The date of the next meeting would be confirmed by Council at its meeting on 3 November 2020, unless an Extraordinary Meeting of the Committee was required in the meantime.



**229. 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*

**230. Overtime and Annual Leave report.**

Members received a report on the claimed overtime of the Operational Staff for 2019/20 and 2020/21, and the Annual Leave taken/remaining of all Council staff for the current year.

**Resolved** that, as per the National Joint Councils Local Government Terms and Conditions of Employment (Green Book) under which all Wareham Town Staff are employed, no overtime be paid to any salaried staff on Spinal Column Point (SCP) 28 (23 in the new pay spine) or over, and that time off in lieu be offered in its place.

**231. Staff Review.**

Members considered the staff review report prepared by the Council's appointed consultant and discussed its findings at length. The Town Clerk advised that she had sent a copy of the report to the Council's HR lawyers, Ellis Whittam, for supplementary legal advice. They had expressed no concern with the implementation of the review, as set out in the report, should it be approved.

The Town Clerk left the meeting for a period to enable the Members to discuss the report without prejudice.

**Resolved:**

- a) That the staff review report be accepted, findings noted and that formal thanks be extended to the consultant for a comprehensive report;
- b) That the previous decision of this Committee on 13 November 2019 (minute 9 refers), be rescinded in accordance with the Council's Standing Orders (4.3);
- c) That the Chairman of Policy, Resources and Finance Committee be asked to convene an Extraordinary Meeting of the Committee, as soon as possible, to discuss the financial implications of the recommendations;
- d) That it be delegated to the Town Clerk, in consultation with the Chairman of Personnel, to prepare a redacted report for Policy, Resources and Finance Committee and Council, for consideration;
- e) That the Chairmen of both Personnel Committee and Policy, Resources and Finance Committee, together with the Town Clerk, in her capacity as Head of Paid Service, be tasked to interview all members of staff should the staff review be approved by Council;
- f) That the full recommendations of Personnel Committee, resolved at this meeting, regarding the details of the staff review, be appended to the staff review report for consideration by Policy, Resources and Finance Committee and Council.

Chairman.....

Date.....

DRAFT



**Minutes of a meeting of the Planning and Transport Committee held on Wednesday 16 September 2020 via Zoom at 7.00pm.**

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

**Officers present:** V Ricketts, Town Clerk. T Bailey, Committee Clerk

**154. Apologies for absence**

Councillor R Schofield offered his apologies, with no reason given. Councillor M Humphries offered her apologies as she was unwell. Councillor D Cleaton offered her apologies for personal medical reasons.

**Resolved** to accept the apologies for absence.

**155. Declarations of interest**

There were no declarations of interest.

**156. Public participation time**

There were no members of the public present.

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

The minutes of the previous meeting of the Planning and Transport Committee held on 26 August 2020 were presented by the Chairman.

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

**158. Matters arising from the minutes of the previous Planning and Transport meeting**

Any matters arising from the minutes of the meeting held on Wednesday 26 August 2020 were considered.

**Minute 119 – The Old Granary Coffee Trailer**

Councillors requested an update on the planned date for the removal of the coffee trailer, as they were unanimous that it should be removed as soon as possible.

**Resolved** that the Operations Manager would chase a response from Dorset Council and impress upon them the wishes of the Town Council.

**Minute 120** Whilst it was noted that the land specified in TPO 508 belonged to Moorish Builders and not the Town Council, it had also been noted by residents and

the Operations Manager that the trees on this land were in desperate need of work as several of the limbs were overhanging the path surrounding the playpark and were in danger of putting members of the public at risk.

**Resolved** that the Operations Manager would write to the Tree Officer raising the concerns of the Town Council as to the works required and the potential danger that many of the trees posed.

### **159. Planning Applications**

The following planning application was received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider.

**For information only – no decision required:**

**Application No:** 6/2020/0384  
**Applicant Name:** Mr Solen  
**Location:** 8 Baggs Lane, Wareham, BH20 4FJ  
**Development:** **Certificate of Lawfulness (Proposed)** to construct a rear dormer to form habitable accommodation  
**Case Officer:** Cari Wooldridge  
**Support Officer:** Helen Nolan

**Resolved** that this application for a Certificate of Lawfulness be noted.

### **160. Tree Work Applications**

#### **TWA2020/089**

**Location:** 40 & 42 Cow Lane, Wareham, BH20 4RE

**Description:** (T1) Laurel (42 Cow Lane) - fell; (T2) Cypress (40 Cow Lane) - crown lift to 4m above ground level over garden of no. 42 and shed, crown reduce remaining prominent section of crown overhanging boundary by up to 2m

**Conservation Area:** Wareham Conservation Area

#### **TPO/2020/089**

**Location:** 32 Stowell Crescent, Wareham, BH20 4PZ

**Description:** (T1) Eucalyptus - fell and replant with different species Tree Preservation Order: District of Purbeck (Worgret Road No.2, Wareham) TPO 2007 (Ref. TPO 325)

#### **TPO/2020/091**

**Location:** 129 Wessex Oval, Wareham, BH20 4BS

**Description:** (G4) Oak - reduce all lateral growth hanging over garden by a maximum of 2m to suitable growth points; remove major dead wood and broken branches; crown lift to 5m above ground level including the removal of the lowest truncated primary branch Tree Preservation Order: District of Purbeck (Ferncroft Lane, Wareham) TPO 1982 (Ref. TPO 165)

**Resolved** that the tree work applications be noted.

**161. Suspension of parking in West Street, Wareham**

The recent suspension of 10 metres of parking space, outside the butchers, to enable queuing customers and pedestrians to pass safely was discussed and the requirement for it after the 26<sup>th</sup> September was debated.

**Resolved** that the suspension of the 10 metres of parking space had been very beneficial and that a request be put to Highways to extend it into the New Year.

**162. Government White Paper – Planning for the Future**

The Government white paper on 'Planning for the future' had been circulated to the Committee in order that a response could be agreed and resolved by full council before submission to NALC and Central Government.

**Resolved** that the following response be recommended to full council.

'A review of the Planning System is welcomed by Wareham Town Council, along with planned changes to strengthen planning sanctions and enforcements.

We support efforts to speed up the system and to encourage the public to participate, however consideration should be given to those without access to technology.

The Town Council also supports the proposed simplification of the planning system but would like to stress the need for protection against bad planning decisions and the impact that decisions can have on neighbours.'

**163. Proposed Development – Rear of 12 to 16 Bere Road**

The proposed street name of 'Woodbury Gardens' was considered, at the request of Cawdor Construction Developments Ltd.

**Resolved** to accept the proposed street name of 'Woodbury Gardens' for the development to the rear of 12-16 Bere Road.

**164. Government Consultation - Pavement Parking**

The Government's consultation paper on pavement parking had been circulated in order that a response be formulated.

**Resolved** that the paper in general was strongly supported by the Committee and of the three options to tackle pavement parking, outlined in the consultation paper, option 3: a national pavement parking prohibition was the preferred. In line with the views of the Committee, the online survey would be completed by the Operations Manager before the deadline of 22 November.

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

For report, information or for the agenda at the next meeting of the Planning and Transport Committee only.

**166. Date of next meeting**

To note the date of the next meeting, which is scheduled for **Wednesday 7 October 2020** at **7.00pm**.



**Minutes of a meeting of the Planning and Transport Committee held on Wednesday 7 October 2020 via Zoom at 7.00pm.**

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

**Officers present:** V Ricketts, Town Clerk

**191. Apologies for absence**

Apologies were received from Councillor Schofield (Vice Chairman) without reason.

**Resolved** that the apology be accepted.

**192. Declarations of interest**

There were no declarations of interest.

**193. Public participation time**

There were no members of the public present.

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

The minutes of the previous meeting of the Planning and Transport Committee held on 16 September 2020 were presented by the Chairman.

**Resolved that** the minutes be taken as read, confirmed and signed by the Chairman subject to the following amendments:

Minute 158: spelling of Morrish Builders.

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

It was noted that the consultation response on the Government White Paper – Planning for the Future would be considered by Council at the meeting on 14 October 2020.

**196. Planning Applications**

**Application No:** 6/2020/0377

**Applicant Name:** Mr Matthew Roberts

**Location:** 89 Carey Road, Wareham, BH20 4AZ

**Development:** Erect single storey front extension. Form first floor rear terrace over existing building.

**Case Officer:** Ros Drane

**Support Officer:** Chelsey Golledge

**Decision:** No objection

**Application No:** 6/2020/0396  
**Applicant Name:** Mrs Rosalind Stockley  
**Location:** Flat 9, The Old Brewery, Pound Lane, Wareham, BH20 4LQ  
**Development:** Replacement boiler with new roof flue  
**Case Officer:** Simon Burditt  
**Support Officer:** Helen Nolan

**Decision:** No objection

### 197. Tree Work Applications

The following tree work applications were noted:

#### **TWA/2020/092**

**Location:** 15 Ropers Lane, Wareham, BH20 4QT  
**Description:** (T1) Atlantic cedar - reduce primary branch on eastern side of tree by 2m; (T2) Norway maple 'Crimson King' - crown thin by 20%  
**Conservation Area:** Wareham Conservation Area

#### **TPO/2020/101**

**Location:** Land to rear of 17 Seven Barrows Road, Wareham, BH20 4BQ  
**Description:** (T1) Oak (to rear of no. 17) - prune back to hedge line beyond walkway  
**Tree Preservation Order:** County of Dorset (Northmoor Park No.2) Wareham TPO 1972 (Ref. TPO 166)

#### **TPO/2020/104**

**Location:** Site off North Street (adjacent to 68 North Street), Wareham, BH20 4AH  
**Description:** (T1) Weeping willow - Cut back from pumping station by 2.5m, Crown lift to 6m above ground level over highway, Reduce and reshape crown by 2.5m, North limb - reduce by up to 3.5m to ensure balanced canopy form with 2.5m overall crown reduction, Remove dead and diseased wood  
**Tree Preservation Order:** District of Purbeck (North Causeway, Wareham) TPO 2012 (Ref. TPO 384)

#### **TWA/2020/095**

**Location:** Site off North Street, Wareham, BH20 4AH  
**Description:** (T2) Weeping willow - Reduce and reshape crown by 2.5m (easterly spread); (T11) Common lime - Prune back to clear top of security fence by 1m; (T12) English oak - Prune back to clear top of security fence by 1m; (T13) Common lime - Prune back to clear top of security fence by 1m; (T14) Common ash - Prune back to clear top of security fence by 1m; (G1) Mixed shrubs along front boundary of water pumping station - Cut back to clear footpath Wareham Conservation Area  
**Conservation Area:** Wareham conservation area

### 198. Development at the former Cottees Site

Members considered the concerns raised by a resident regarding the safety, management, traffic and community green space at the former Cottees Site on East Street, Wareham. A 'breach of planning' had been filed by the resident and was attached to the agenda.



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It was noted that Planning and Enforcement Officers had been appointed to investigate the concerns.

### Resolved:

- 1) A letter be sent to the Dorset Council Officers responsible for investigating the complaint stating that, having considered the issues raised Members echoed the concerns and wished to seek a resolution as soon as possible;
- 2) That a letter be sent to the complainant to advise of the Council's action.
- 3) That this matter continue to be monitored and the Committee revisit the issue at its meeting on 18 November.

### 199. Any other items the Chairman deems urgent

There were no items of urgency.

### 200. Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at 7.00pm on 28 October 2020.

Chairman.....

Date.....



**Minutes of a meeting of the Planning and Transport Committee held on Wednesday 28 October 2020 via Zoom at 7.00pm.**

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

**Officers present:** T Bailey, Committee Clerk

**253. Apologies for absence**

**254. Declarations of interest**

**255. 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.

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

To confirm the minutes of the previous meeting held on 7 October 2020.

**257. Matters arising from the minutes of the previous Planning and Transport meeting**

To consider any matters arising from the minutes of the meeting held on Wednesday 7 October 2020.

**258. Planning Applications**

Dorset Council is the local Planning Authority and consults Wareham Town Council on planning applications received for Wareham Town. To consider the following planning applications received:

**Dorset Council - Delegated Planning Applications**

<b>Application No:</b>	6/2020/0307
<b>Applicant Name:</b>	Mr & Mrs Spetch
<b>Location:</b>	201 Northmoor Way, Wareham, BH20 4DE
<b>Development:</b>	Erect rear ground floor extension. Construct loft conversion with extended roof above existing porch
<b>Case Officer:</b>	Simon Burditt
<b>Support Officer:</b>	Helen Nolan

**Decision:**

**Application No:** 6/2020/0376  
**Applicant Name:** Mr R Latham  
**Location:** 161 Northmoor Way, Wareham, BH20 4EH  
**Development:** Erect 2 storey side extension  
**Case Officer:** Peter Walters  
**Support Officer:** Chelsey Golledge

**Decision:**

**Application No:** 6/2020/0406  
**Applicant Name:** Sally Moreton  
**Location:** 46 & 48 Mill Lane, Wareham, BH20 4RB  
**Development:** Replace roof over single storey lean-to extensions at the rear of 46 & 48.  
**Case Officer:** Ros Drane  
**Support Officer:** Chelsey Golledge

**Decision:**

**Application No:** 6/2020/0407 (Listed Building consent)  
**Applicant Name:** Sally Moreton  
**Location:** 46 & 48 Mill Lane, Wareham, BH20 4RB  
**Development:** Replace roof over single storey lean-to extensions at the rear of numbers 46 & 48. Internal alterations to create a shower room in number 48.  
**Case Officer:** Ros Drane  
**Support Officer:** Chelsey Golledge

**Decision:**

**Application No:** 6/2020/0409  
**Applicant Name:** Ms Jo Witherden  
**Location:** Elm House, 16 North Street, Wareham, BH20 4AG  
**Development:** Repairs & restoration works to include re-rendering & re-pointing, replacement guttering, existing door & window repairs & replacement & repair of secondary rear roofs  
**Case Officer:** Simon Burditt  
**Support Officer:** Helen Nolan

**Decision:**

## 259. Tree Works to be noted

**TWA/2020/111**

**Location:** Wareham Cemetery, Church Lane, Wareham, BH20 4NQ

**Description:** T1 Thuja plicata - crown lift to 4m above ground level, prune to give 2m clearance from outbuilding; T2/3 Walnut - crown lift to 2m above ground level; T4 Cedar tree - crown lift to 2m above ground level; T5 Conifer tree - crown lift to 2m above ground level; T6 Yew - crown lift to 2m above ground level by remove lowest of secondary branches; T7 Conifer - crown lift to 2m above ground level; G1 Conifers/Yew - crown lift to 2m above ground level; T8 Horse chestnut - crown lift

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secondary and tertiary branches to 3.5m above ground level; T9/10 Horse chestnuts - crown lift over road to 5.2m to maintain clearance over road; T11 Conifer - cut back from adjacent road by 1-1.5m to give clearance from highway; T12 Yew/Holly - cut back from adjacent road by 1-1.5m to give clearance from highway

**Conservation Area:** Wareham Conservation Area

### **TPO/2020/105**

**Location:** North Bestwall House, North Bestwall Road, Wareham, BH20 4HT

**Description:** (G1) Holly x3 - fell (due to the location of these trees, there is no intention to replant in the same location but planting could be carried out elsewhere on the property, if required) (T1) Oak not protected by TPO

**Tree Preservation Order:** County of Dorset (North Bestwall Farm and Swineham Farm, Wareham St Martin) TPO 1971 (Ref. TPO 196)

### **260. Monmouth Road TRO Enquiry**

To discuss the possibility of supporting new parking restrictions in Monmouth Road.

### **261. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Planning and Transport Committee only.

### **262. Date of next meeting**

To note the date of the next meeting, which is scheduled for **Wednesday 18 November 2020** at **7.00pm**.



**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.....

## ITEM 9e (i)

### 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
<b>Total BACS</b>			<b>28035.99</b>	

### 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

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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
<b>INCOME</b>						
<b>Council</b>						
1000	Precept	£357,615.00		£357,615.00	£0.00	0.00%
1001	Mayor's Charity	£0.00		£2,723.30	£2,723.30	100.00%
<b>Total Council</b>		£357,615.00		£360,338.30	£2,723.30	0.76%
<b>Policy Resources &amp; Finance</b>						
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%
<b>Total Policy Resources &amp; Finance</b>		£38,100.00		£22,580.76	£-15,519.24	-40.73%
<b>Amenities</b>						
100	Corn Exchange Hire Income					
100/1	Corn Exchange	£9,000.00	£0.00	£-290.00	£-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	£1.67	£-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	£40,000.00	£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%
<b>Total Amenities</b>		£86,500.00	£47,500.00	£23,659.14	-£62,840.86	-72.65%
<b>Planning &amp; Transport</b>						
100	General	£0.00		£0.00	£0.00	0.00%
<b>Total Planning &amp; Transport</b>		£0.00		£0.00	£0.00	0.00%
<b>Personnel</b>						
100	General	£0.00		£0.00	£0.00	0.00%
<b>Total Personnel</b>		£0.00		£0.00	£0.00	0.00%
<b>Museum</b>						
100	Donations	£1,600.00	£0.00	£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%
<b>Total Museum</b>		£2,900.00	£0.00	£0.00	-£2,900.00	-100.00%
<b>Wareham in Bloom</b>						
100	WIB Income	£5,500.00	£0.00	£150.00	-£5,350.00	-97.27%
<b>Total Wareham in Bloom</b>		£5,500.00	£0.00	£150.00	-£5,350.00	-97.27%
<b>Reserves</b>						
800	Cil	£0.00		£0.00	£0.00	0.00%
<b>Total Reserves</b>		£0.00		£0.00	£0.00	0.00%
<b>Total Income</b>		£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
<b>EXPENDITURE</b>						
<b>Council</b>						
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	£0.00	£2,500.00	100.00%
2260/2	General Events	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
2260	Total	£3,500.00		£0.00	£3,500.00	100.00%
<b>Total Council</b>		£10,225.00	£6,725.00	£2,700.00	£7,525.00	73.59%
<b>Policy Resources &amp; Finance</b>						
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%

## 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%
<b>Total Policy Resources &amp; Finance</b>		£287,160.00	£295,360.00	£120,741.83	£166,418.17	57.95%
<b>Amenities</b>						
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 & Buildings 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%
<b>Total Amenities</b>		£181,500.00	£139,00.00	£28,441.23	£153,058.77	84.33%
<b>Planning &amp; Transport</b>						
2300	P & T General	£0.00		£0.00	£0.00	0.00%
<b>Total Planning &amp; Transport</b>		£0.00		£0.00	£0.00	0.00%
<b>Personnel</b>						
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%
<b>Total Personnel</b>		£0.00		£0.00	£0.00	0.00%
<b>Museum</b>						
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%
<b>Total Museum</b>		£5,130.00	£5,080.00	1,518.56	£3,611.44	70.40%
<b>Wareham in Bloom</b>						
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
<b>Total Wareham in Bloom</b>	£5,500.00	£3500.00	£951.72	£4,548.28	82.70%
<b>Total Expenditure</b>	£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%
<b>Total Net Balance</b>			<b>£252,374.86</b>		

**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, C Turner

**Officers present:** V Ricketts, Town Clerk

**246. Apologies for absence**

Members were advised that Councillor Gover had tendered her apologies for the meeting due to another event.

**Resolved** that the apology 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

**REPORT ON THE REVISION OF THE CALENDAR OF MEETINGS****Object of Revision**

To more evenly spread meetings throughout the month/year to avoid having three meetings over a consecutive period of three days and to reduce the number of meetings on two consecutive days, thus make the revised calendar less onerous for councillors serving on a number of committees and to even out the committee workload for staff.

**Principles for Setting Dates**

**Council Meeting** – in an election year the Annual Council Meeting (Mayor Making) must be held on or within 14 days following the election day. With reference to the date of the 2024 election this equates to Mayor Making being on Thursday 20 May 2021, with a reconvened meeting on Tuesday 25 May. All Council Meeting dates have been calculated on a six-weekly cycle on a Tuesday from the latter date.

**Policy, Resources & finance Committee** – meets on a Tuesday mid-way between Council Meetings on a six-weekly cycle.

**Planning & Transport Committee** - meets on a Wednesday on a three-weekly cycle on the dates set out in the draft calendar presented to council.

**Neighbourhood Plan Steering Group** - meets calendar monthly on a Thursday on the dates set out in the draft calendar presented to council.

**Amenities Committee** - meets on a Wednesday on a six-weekly cycle, 15 days after a council meeting.

**Personnel Committee** – meets approximately quarterly, dates to fit in around other meetings.

**Museum Committee** – meets four times per year, dates to fit in around other meetings.

**Exceptions to Principles**

Meeting cycles for some committees may be shortened or lengthened during the Christmas and New Year period.

Alternative dates have been shown for some meetings in January to avoid meetings of the Policy, Resources & Finance and Planning & Transport Committees in the first full week of the new year and the need to dispatch agenda before the Christmas and New Year holiday.

Consideration could be given to deleting the first Planning & Transport Committee of the new year if thought practical. Rather than delaying the January meeting of the Personnel Committee it could meet as scheduled with Policy, Resources & Finance Committee being in the evening, however subject to the above this would create three meetings in two days.

**Objects Achieved**

The revised calendar has removed meetings on three consecutive days and reduced the number on two consecutive days by two-thirds. Of the 11 remaining consecutive meetings eight precede the Neighbourhood Plan Steering Group which does not meet on all of its scheduled dates and once the plan has completed the legal process the Steering Group may be disbanded.

### **Conclusion**

Subject to the exceptions referred to above the revised Calendar of Meetings achieves its objectives within the principles set out and is capable of being rolled forward for future years as illustrated by the dates for the first half of 2022.

Cllr David Budd

2 October 2020

# Wareham Town Council Meetings 2021

January						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

05	PR&F
06	P&T
12	Personnel
14	NPSG
19	Council
27	P&T

06	Council
08	NPSG
14	P&T
21	Amenities
27	PR&F

July						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

03	Amenities
09	PR&F
11	NPSG
17	P&T

04	P&T
12	NPSG
17	Council
25	P&T

August						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

02	Council
10	P&T
11	NPSG
17	Amenities
23	PR&F
24	Museum
31	P&T

01	Amenities
07	PR&F
09	NPSG
15	P&T
21	Personnel
22	Museum
28	Council

September						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

06	Personnel
08	NPSG
13	Council
21	P&T
28	Amenities

06	P&T
13	Amenities
14	NPSG
19	PR&F
27	P&T

October						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

04	PR&F
12	P&T
13	NPSG
20	Mayor Making
25	Council

03	Museum
09	Council
11	NPSG
17	P&T
24	Amenities
30	PR&F

November						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

02	P&T
09	Amenities
10	NPSG
15	PR&F
23	P&T
29	Personnel
30	Museum

08	P&T
09	NPSG
14	Council

December						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		





## **VOLUNTEER OF THE YEAR SCHEME – GUIDANCE**

All matters relating to the Volunteer of the Year Scheme will be treated as confidential.

### **Composition of the Selection Panel**

The composition of the Selection Panel shall be as follows:

Five members who will be a politically proportionate representation of the Council.

### **Nominations**

Nominees must have benefitted the town of Wareham.

Individual volunteers (including partners) may be nominated for the Volunteer of the Year award.

Members of the Selection Panel are not permitted to make nominations

A Chairman is to be elected and he/she is to have a casting vote, Standing Orders to apply.

The identification of the successful nominee will be left to the individual and will be awarded on merit as assessed by the Panel – rather than the number of nominations received in respect of any one person.

### **Administration of the Scheme**

The Selection Panel will meet during the second week in November every year to select the successful nominee/s for Volunteer of the Year.

Panel members are to be informed three days before the meeting of the nominations received so that declarations of interest, as per Standing Orders, will be considered.

Town Council officers will prepare a notice for public display calling for nominations; this notice will emphasise that any information submitted would be treated as confidential.

Nominations are to be received by end of the first week in November with the successful nominee being invited to attend the Council's Christmas Reception.

Notices are to be displayed in as many places as possible during October/November e.g. newsagents including local newsagents, shop premises, noticeboard at Anglebury Court, and noticeboards at the schools. Additionally, the notice will be displayed at the Town Hall

## ITEM 14

on both exterior and interior noticeboards, on the Town Council website and in the local press, budget funding permitting.

A letter will be sent to the successful nominee informing them that confidentiality is applied to the nomination and that the Council reserves the right to withdraw the award following any public discussion regarding the nominee before the award ceremony.

A printed certificate bearing the Town Crest and seal and signed by the Town Mayor will be prepared for presentation.

The successful nominee will be invited to the Town Council's Christmas Reception to receive the award, with up to two guests permitted.

Names of successful nominee/nominees will be added to the Volunteer of the Year Board in the Corn Exchange and unveiled at the Christmas reception.

It shall be the responsibility of the Council's Town Clerk, working with the Administration Officer as appropriate, to administer the scheme and ensure that all arrangements for notices/selection panel and the awards ceremony are made efficiently and in good time.



## WAREHAM TOWN COUNCIL MEMBER'S CODE OF CONDUCT

### 1. Introduction

**1.1** Wareham Town Council has a duty to promote and maintain high standards of conduct by its councillors. This Code of Conduct sets out the conduct that is expected of councillors when carrying out Council business or representing the Council.

**1.2** The Code of Conduct is to be interpreted in a way that is consistent with the following principles:

**Selflessness:** Councillors should act solely in terms of the public interest.

**Integrity:** Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** Councillors should be truthful.

**Leadership:** Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

### 2. General Obligations

#### 2.1. A Councillor must

- (a) comply with this Code of Conduct and any other of the Council's policies, protocols and other procedures relating to the conduct of councillors;
- (b) treat others with respect;
- (c) when using or authorising the use by others of the Council resources act in accordance with the Council's reasonable requirements;
- (d) take into account any relevant advice provided by the Town Clerk when reaching decisions on any matter
- (e) inform the Town Clerk of the receipt of any gifts and hospitality that they estimate has a value of more than £50 and the name of person providing the gift or hospitality.

#### 2.2 A Councillor must not –

- (a) do anything which may cause the Council to breach the Equality Act 2010;
- (b) bully any person;
- (c) intimidate or attempt to intimidate any person who is or is likely to be –

- (i) a complainant,
- (ii) a witness, or
- (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a councillor (including them) has failed to comply with this Code of Conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- (e) disclose information given to them in confidence by anyone, or information acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, except where –
  - (i) they have the consent of a person authorised to give it;
  - (ii) they are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is reasonable and in the public interest; and is made in good faith and in compliance with the Council's reasonable requirements;
- (f) prevent another person from gaining access to information to which that person is entitled by law; or
- (g) behave in a way which could reasonably be regarded as bringing their office or the Council into disrepute;
- (h) use or attempt to use their position improperly to confer on or secure for them or any other person, an advantage or disadvantage; or
- (i) use the Council's resources improperly for political purposes (including party political purposes).

### **3. Disclosable Pecuniary Interests**

**3.1 A Councillor must** register any disclosable pecuniary interest that they or their husband or wife, civil partner or any person that they are living with as husband or wife or civil partner, as if they are their own interests, when they know about them.

**3.2 A Councillor must** register any disclosable pecuniary interests with the Monitoring Officer within 28 days of:

- (a) being elected or appointed to office;
- (b) this Code of Conduct being adopted;
- (c) declaring an unregistered interest at a meeting of the Council; and
- (d) becoming aware of any new interests or changes in those interests

**3.3 A Councillor** who is aware or ought reasonably to be aware that they have a disclosable pecuniary interest in any business of the Council who attends a meeting of the Council at which that business is discussed, must disclose to the meeting the existence and nature of the interest at the beginning of the meeting or when it becomes apparent that they have such an interest. Where information about an interest has been agreed with the Town Clerk to be sensitive, the Councillor need only declare the existence of the interest.

**3.4 A Councillor** who has a disclosable pecuniary interest in any business of the Council must not take part in the consideration of that business and must withdraw from the room where the meeting is being held unless they have been granted a dispensation by the Town Clerk.

### **4. Sensitive interests**

Where you have an interest (whether or not it is a disclosable pecuniary interest) and the nature of the interest is such that you and the Town Clerk consider the disclosure could lead to you or a person connected with you being subject to violence or intimidation, special rules apply to registration of the interest. The elements of the Register of Interests that are in the public domain must not include details of the interest but will instead refer to the details being withheld in accordance with section 32 of the Localism Act. You need to disclose the interest at a meeting, but the disclosure is limited to a statement that you have a disclosable pecuniary interest which falls within an exemption in the Act without further details being given.

### **5. Gifts and Hospitality**

The Council will maintain a public Register of Gifts and Hospitality to you and your party. This is for Gifts and Hospitality which exceed an estimated £50 in value at any one time. You are asked to keep this Register up to date by notifying (in writing) the Town Clerk and Monitoring Officer within 28 days of any receipt of such a gift or hospitality so that this can be entered in the Register. Such matters are not included in the Regulations for disclosable pecuniary interests and therefore will not require a disclosure and withdrawal at a business meeting.

### **6. Monitoring and review**

This Code will be kept under review by the Council