



Minutes of the reconvened Annual Town Council meeting held on Tuesday 30 May 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

The Mayor reconvened the meeting and congratulated Cllr Sue Kemp on her forthcoming nuptials.

The Mayor presented the Deputy Mayor's Badge to the new Deputy Mayor, Cllr Marian Cotton.

TC 009/23 Apologies for absence

Apologies were received and accepted from Cllr Critchley.

TC 010/23 Declarations of interest

There were no declarations of interest.

TC 011/23 Public participation time

There was one member of the public present who did not wish to speak.

TC 012/23 Confirmation of the minutes of the previous meeting

It was noted that Minute no.726 had a missing 'e' from Carey.

It was **RESOLVED** that subject to the above amendment, the minutes of the previous meeting held on 18 April 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

TC 013/23 Matters arising from the minutes of the previous meeting

Cllr Goodinge asked when Councillors ID badges would be ready. The Clerk advised they would be ordered very soon.

Cllr V Green was asked about the public representation at the last Council meeting regarding the skate park in Hauses Field. She reported that it had been discussed at the recent Amenities Committee, and whilst there were no plans to reinstate the skate park in Hauses Field, discussions were progressing with Dorset Council about creating a new facility at the old Middle School site in Wareham.

TC 014/23 Suspension of Standing Orders

It was **RESOLVED** to suspend Standing Orders 3.12(h) and 8.9(a) for the purposes of appointing membership to the Committees of the Council, with those Committees then electing their respective Chairman at their first meetings.

TC 015/23 Appointment of Committees and Other Bodies

It was **RESOLVED** to appoint members to the Committees of the Council and to serve on these bodies for the Civic Year 2023/2024 in accordance with Appendix 1 to the minutes.

It was **RESOLVED** to appoint members to serve on the Museum Committee, and Wareham Neighbourhood Plan Steering Group in accordance with Appendix 2 to the minutes.

TC 016/23 Representatives on Outside Bodies

It was **RESOLVED** to appoint members to the committees of outside bodies for the 2023/24 municipal year in accordance with Appendix 3 to the minutes.

TC 017/23 Reports by Dorset Councillors and representatives on outside bodies

The report from Cllr Ezzard, Dorset Ward Councillor, was **NOTED**.

TC 018/23 Payments for outstanding creditors

The Town Clerk presented a list of payments for approval.

Cllr Goodinge queried a payment of £960.00 for training. It was explained that two members of the Grounds Team had attended courses for Chemical Spraying & Weeding.

Cllr Budd queried the bank charge of £7.50. The Clerk explained that this was commission charge to have the use of a card payment machine in the Museum.

Cllr Budd queried the bank charge of £150.00. The Clerk, whilst unable to recall the details of the item, would send an email to all Councillors with full details following the meeting.

It was **RESOLVED** that payments in the sum of £47,773.27 be **APPROVED**.

TC 019/23 Reports of Committees and Sub-Groups

The minutes of the Planning and Transport Committee for dates 12 April 2023 and 3 May 2023 (DRAFT) were **NOTED**.

TC 020/23 2022-2023 Annual Budget Review

The Clerk presented the overview report of the 2022/23 Annual Budget, noting the Council had finished the year ahead of budget, but advised that finances needed to be carefully managed in 2023/24 to ensure the budget remained on track given the very modest precept increase for the year.

TC 021/23 Internal Audit Report

The Clerk presented the Internal Audit Report noting the Auditor had raised two queries. The first regarded the procedure for payroll which had been negated by the outsourcing of payroll to Dorset Council from 1 April 2023.

The second related to the lack of an investment policy for the Council. The Clerk reported that she had in fact raised this matter as there was no evidence of investment management in previous years. The Clerk noted a policy would be taken to the Policy, Resources & Finance Committee with recommendations as to best protection of Council finances.

Cllr Robinson asked if the current banking arrangements provided adequate protection for the Council's finances given the statutory £85,000 threshold. The Clerk advised that they did not as the Council held only two accounts, one holding a very large sum of money. In addition, it was not earning as much interest as it could, and therefore, a more appropriate public sector specific bank account was required.

Cllr Russell asked if the response to the Internal Control Objective from the Internal Auditor on the Annual Governance and Accountability Return would have any

impact or repercussions for the Council. The Clerk noted the Internal Auditor had provided an explanatory note but advised that it did impact the Annual Governance Statement, in that section 5 had to also be ticked as “no” by the RFO. However, an explanatory note from the RFO had been provided for the External Auditor and it was hoped that this would be sufficient.

The Internal Audit Report for 2022/23 was **RECEIVED** and **NOTED**.

TC 022/23 Annual Governance Statement

The Clerk presented the Annual Governance Statement for the year ending 31 March 2023, noting it would be signed in the meeting if approved as it formed the documents which would be submitted to the External Auditor.

The Annual Governance Statement for 2022/23 was **APPROVED** and duly signed by the Mayor and Clerk.

TC 023/23 Accounting Statements

The Clerk, as the Responsible Financial Officer (RFO), presented the Accounting Statements for 2022/23, noting they had been restated because of the Wareham Burial Joint Committee finances, which are managed by the Wareham Burial Joint Committee and then the respective percentage added to the Town Council's accounts each year. Invariably there were additions made after the Town Council's AGAR had been submitted which always left the Council having to restate its figures in the following year's accounts.

The Accounting Statements for the year ending 31 March 2023 was **APPROVED** and duly signed by the Mayor. As RFO, the Clerk had correctly signed the Accounting Statements when they had been prepared in readiness for the meeting.

TC 024/23 Notice of Public Rights

The Clerk confirmed the dates for the Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Return would be from Monday 12 June 2023 to Friday 21 June 2023, with the notice being published on Friday 9 June 2023.

The Notice of Public Rights was **NOTED**.

TC 025/23 To declare any Conflicts of Interest with the External Auditor, BDO LLP

The Clerk advised that the new Auditors, BDO, had requested that all Councils being audited confirm whether they had any conflicts of interest with BDO, and that a resolution be made accordingly.

It was **RESOLVED** that there were no conflicts of interest between the Council and BDO.

TC 026/23 Any other items the Mayor deems urgent

There were no other items.

TC 027/23 Date of next meeting

It was noted that the next meeting of the Town Council was scheduled to be held on Tuesday 11 July 2023, at 7.00pm.

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

Appendix 1: Appointment of Committees of the Council

STANDING COMMITTEES 2023/24	
Policy, Resources & Finance Committee (9)	
David Budd Marian Cotton Vera Green Keith Critchley Zoe Gover	Keith Green David Robinson Malcolm Russell Carol Turner
Amenities Committee (7)	
David Budd Beryl Ezzard Vera Green Hilary Goodinge	Sue Kemp Lucia Kirk Carol Turner
Planning & Transport Committee (7)	
David Budd Doreen Cleaton Bob Dean Zoe Gover	Keith Green Maxine Humphries David Robinson
Personnel Committee (7)	
David Budd Zoe Gover Keith Critchley Keith Green	Lucia Kirk Malcolm Russell Carol Turner

Appendix 2: Appointments to Other Committees & Groups

OTHER COMMITTEES & GROUPS 2023/24
Museum Committee Carol Turner Doreen Cleaton Bob Dean
Wareham Neighbourhood Plan Steering Group David Budd Doreen Cleaton Keith Critchley Bob Dean Beryl Ezzard Hilary Goodinge Keith Green Carol Turner

Appendix 3: Appointment of representatives to Outside Bodies for 2023/2024

APPOINTMENTS TO OUTSIDE BODIES 2023/24	
Allotment Associations	
Bestwall	B Dean
Northmoor	M Cotton
Carey Hut Charitable Trust	D Cleaton M Cotton
Christmas Lights Committee	H Goodinge
DAPTC Purbeck Area	D Robinson
DAPTC Larger Parishes & Towns	K Green and V Green
Dementia Friendly Purbeck	Z Gover L Kirk C Turner
Harbin & Pitts Charity	C Turner
Litter Free Purbeck	Z Gover M Humphries C Turner
Purbeck Citizens Advice	B Dean
Purbeck Community Rail Partnership	D Budd
Purbeck Heritage Network (Forum)	B Dean
Purbeck Transport Action Group	M Cotton
Streche Almshouses (4-year term)	M Russell C Turner
Swanage & Wareham Rugby Club	S Kemp
Twinning Associations	D Cleaton B Dean
Wareham Burial Joint Committee	D Cleaton K Critchley H Goodinge V Green

L Kirk

Wareham Carnival Committee	B Dean Z Gover
Wareham Community Growers	B Dean
Wareham Disabled Club	D Cleaton
Wareham Relief in Need and Sickness	C Turner
Wareham Town Band	C Turner
Purbeck Youth & Community Foundation	B Dean S Kemp L Kirk
Wareham Zone Fairtrade Foundation	B Dean B Ezzard