



**Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 9 September 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.**

**Committee Members Present:** Councillors S Dean (Chairman), Z Gover (Vice Chairman), D Budd, K Critchley, B Dean and M Tighe.

**Officers present:** N Gray, Town Clerk & RFO, S Dickins, Deputy Town Clerk

**PRF 029/25-26 Apologies for absence**

Apologies were received and accepted from Cllr Green, Cllr Kirk and Cllr Wheatley.

**PRF 030/25-26 Declarations of interest**

There were no declarations of interest.

**PRF 031/25-26 Public participation time**

There were no members of the public present.

**PRF 032/25-26 Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 8 July 2025, were **APPROVED** and were signed by the Chairman.

**PRF 033/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**PRF 034/25-26 Payment of outstanding creditors**

The Committee considered the list of payments for approval.

It was **RESOLVED** that the payments to creditors in the sum of £6,414.32 be **APPROVED**.

**PRF 035/25-26 Bank Reconciliation – August 2025**

The Committee considered the bank reconciliation for August 2025.

It was **RESOLVED** to **APPROVE** the bank reconciliation for August 2025.

**PRF 036/25-26 IT and Cyber Security Policy**

The Committee considered the IT and Cyber Security Policy.

It was **RESOLVED** to **APPROVE** the IT and Cyber Security Policy.

**PRF 037/25-26 Document Retention and Disposal Policy**

The Committee considered the Document Retention and Disposal Policy.

The Town Clerk noted the IT and Cyber Security Policy referred to the Document Retention and Disposal Policy and therefore both policies should be considered at the same time.

It was **RESOLVED** to approve the Document Retention and Disposal Policy.

**PRF 038/25-26 Environmental and Biodiversity Policy**

Cllr Critchley asked whether Council was carrying out the Community Engagement and Support element of the Environmental and Biodiversity Policy. The Deputy

Town Clerk noted this related to the ways in which the Town Council supports community groups through facilitating events, presentations to Council as a stakeholder and supporting smaller environmental groups within the Town on an operational basis.

Cllr S Dean noted that Wareham Community Growers and Northmoor Wildlife Haven had merged and therefore the document should only reference Wareham Community Growers.

It was **RESOLVED** to approve the Environment and Biodiversity Policy, subject to the removal of the reference to Northmoor Wildlife Haven.

#### **PRF 039/25-26    Howards Lane Signage**

The Committee noted the purchase of the Howards Lane Signage which had been dealt with by way of email due to expediency, and the need to formally approve the payment retrospectively.

It was **RESOLVED** retrospectively approve the expenditure of the Howards Lane Signage to the sum of £1172 (excl. VAT), with £833.33 being drawn from “Howards Lane Car Park” – “New Equipment” and the remaining £338.67 being drawn from “Howards Lane Car Park” – “Maintenance”.

#### **PRF 040/25-26    PS Tax Consultancy**

The Town Clerk noted the proposal to engage PS Tax Consultancy for tax and VAT matters which would assist with the upcoming projects that would have specialist construction, stamp duty and VAT implications. Although the Clerk held good knowledge of these areas, the size and complexity of the proposed major projects would need far greater and detailed knowledge, which this subscription would provide, ensuring Council is properly protected.

Cllr Critchley enquired whether the subscription fee was fixed and would cover Council’s requirements. The Town Clerk noted that the subscription fee of £2,750 (excl. VAT) was fixed and that only in the instance of requiring a high level of consultancy support outside the standard scope of the subscription would additional costs be incurred for the consultancy.

Cllr B Dean enquired whether the subscription would be automatically renewed or periodically renewed. The Town Clerk noted that this would be reviewed annually should Council still require the service.

It was **RESOLVED** to enter an annual “The Local Council Tax Club” subscription with PS Tax Consultancy at a cost of £2,750 (excl. VAT) to be taken from the Professional Fees – Consultancy Fees budget.

#### **PRF 041/25-26    Speed Survey Costs**

The Committee considered recommended report in respect of the costs for speed surveys to facilitate a 20 Mph zone within Wareham’s Saxon Walls.

Cllr Tighe noted the potential benefits in respect of safety for road users, active travel users and vulnerable individuals within the proposed 20 Mph zone.

Cllr Critchley noted potential challenges in enforcement and implementation of 20 Mph zones within conservation areas given the increased amount of signage required. He also noted the historic requests from the Northmoor residents for speed surveys, which may be revived given there was no proposal to carry out a survey in that area.

Cllr B Dean questioned where the speed surveys would be conducted, noting that a survey carried out in a back lane of Wareham would skew the results for a busy main road through the town.

The Clerk suggested that the recently convened Community Speed Watch group be approached for information about which were the hot spots for speeding in the town from their patrols.

It was **RESOLVED** to refer the matter back to the Planning and Transport Committee for further investigation on the precise locations required for speed surveys, and to contact the Community Speed Watch Group to request speeding hot spots information to better inform the speed survey locations.

**PRF 042/25-26 Chamber Clock**

The Clerk advised that the Clock had been working following the work carried out by a local hobbyist resident, but it had been intermittent once returned to the Chamber, eventually stopping again. The Clerk asked the Committee to consider a donation to the suggested charity from Cllr Davey who had made the introduction for the hard work which had taken place, despite the attempt not being successful.

It was **RESOLVED** that a donation of £100 be made to the East Dorset and New Forest Branch of the Motor Neurone Disease Association to be taken from the Town Hall – Equipment & Buildings Maintenance budget.

**PRF 043/25-26 Any other items the Chairman deems urgent**

There were no items deemed urgent.

**PRF 044/25-26 Date of next meeting**

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.30pm on **Tuesday 11 November 2025**.

Chairman.....

Date.....