



**Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 10 March 2026 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, V Green, R Holloway, L Kirk and M Tighe.

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

**PRF 073/25-26 Apologies for absence**

Apologies were received and accepted from Cllr S Wheatley.

**PRF 074/25-26 Declarations of interest**

There were no declarations of interest.

**PRF 075/25-26 Public participation time**

There were no members of the public present.

**PRF 076/25-26 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 13 January 2026, were **APPROVED** subject to the following amendments and would be signed by the Chairman following the meeting.

PRF 063/25-26 inclusion of "by the" preceding "Chairman".

**PRF 077/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**PRF 078/25-26 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 £15,275.54 be **APPROVED**.

**PRF 079/25-26 20mph within Saxon Walls**

The Committee considered the cost recommendation from the Planning and Transport Committee regarding four speed surveys in pursuance of a 20mph zone within the Saxon Walls.

The Committee noted a Dorset Council press release regarding the requirements for requests of 20mph schemes within a Town or Parish. Clarification would need to be sought as to whether the commissioning of speed surveys was still required in these cases or whether it could be done by direct request.

The Committee noted the prudence of establishing an earmarked fund to enable the commissioning of the speed surveys should the information not be forthcoming within the current financial year and it was ascertained they would be required.

It was noted that the Planning and Transport Committee would be updated once these clarifications had been sought.

It was **RESOLVED** that officers would investigate whether the commissioning of speed surveys was a prerequisite for participating in establishing the feasibility of a 20mph zone within the Saxon Walls.

It was **RESOLVED** that £895 for speed surveys be earmarked in the new financial year should commissioning speed surveys be a requirement for a 20mph request.

**PRF 080/25-26 Annual Fire Monitoring Safety**

The Committee reviewed the Town Council's annual fire safety monitoring and considered the quotes received.

It was **RESOLVED** that PD Fire and Safety be appointed to provide the Town Council's annual fire safety monitoring at a cost of £583 excluding VAT to be taken from the appropriate respective budget lines for the sites.

**PRF 081/25-26 Croquet Lawn Fee Rate**

The Committee considered the report regarding the revision of the fee rate applicable to the hire of a singular Town Council croquet lawn for both two days per week and three days per week options.

It was **RESOLVED** that a fee rate of £225 be applied for three days per week hire and £160 be applied for two days hire.

**PRF 082/25-26 Annual Risk Assessment**

The Committee reviewed and considered the Town Council's Annual Risk Assessment noting the reference to the "museum manager" under 6.4 to be updated to "museum co-ordinator".

It was **RESOLVED** that the Annual Risk Assessment be recommended to Full Council, subject to the above amendment from Museum Manager to Museum Co-Ordinator.

**PRF 083/25-26 Draft Children and Vulnerable Adults Protection Policy**

The Committee considered the Draft Children and Vulnerable Adults Protection Policy with the Town Clerk noting the need to ensure a suitable policy be in place given the museum's increasing engagement with young people and other vulnerable groups, as well as it often being a prerequisite for grant funding submissions.

It was **RESOLVED** that the Children and Vulnerable Adults Protection Policy be APPROVED.

**PRF 084/25-26 Draft Petition Policy**

The Committee considered the Draft Petition Policy noting two typographical amendments for correction and the need to ensure the first paragraph within section four be written more clearly.

It was **RESOLVED** that the Draft Petition Policy be APPROVED, subject to the typographical amendments and clearer wording of section four's first paragraph.

**PRF 085/25-26 Howards Lane Car Parking Card Payment Processing**

The Committee reviewed and considered the Howards Lane Car Park card payment processing provision.

The Town Clerk noted that following the UK's exit from the European Union, some of the firms engaged in processing the Town Council's car park card payments were no longer eligible to trade in the UK. Subsequently the Town Council's car park payment processing had been transferred to a partner firm that was able to trade in the UK for this element of the payment processing.

It was **RESOLVED** that the Town Council proceed its current card payment processing provider, 3C Payment UK Ltd and Planet.

**PRF 086/25-26 Confidential Session**

It was **RESOLVED** that the public and press not be excluded at this point of the meeting as the awarding of tenders was not a confidential matter and that any commercially sensitive information would normally be redacted.

**PRF 087/25-26 Howards Lane Public Convenience Cleaning Contract**

The Town Clerk explained that the tender packs could not be distributed to members in sufficient time for the Committee to review them ahead of this meeting, and that the value of the contract would require approval from Full Council. It was noted that the tender packs could instead be circulated to Committee members shortly after the meeting, allowing members to assess them in line with the agreed scoring criteria and submit their scores to the office for collation, forming the Committee's recommendation to full Council.

It was **RESOLVED** that Committee members would evaluate the tenders received and submit their individual scores to the office for collation, in order to form a recommendation to Full Council by Wednesday, 18 March 2026.

**PRF 088/25-26 Any other items the Chairman deems urgent**

There were no other items deemed urgent.

**PRF 089/25-26 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 19 May 2026**.

Chairman.....

Date.....

