



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 1 September 2020 via Zoom at 7.00pm.

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

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

129. Apologies for absence

There were no apologies for absence.

130. Declarations of interest

There were no declarations of interest.

131. Public participation time

No representations from members of the public had been received and no public were present at the meeting.

132. Confirmation of minutes of previous meeting held on 21 July 2020

The minutes of the previous meeting, held on 21 July 2020, were considered.

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

133. Matters arising from the minutes of the last meeting held on 21 July 2020

With regard to Minute 43, the Town Clerk advised that there had been no response from Water 2 Business at that time.

With regard to minute 49, it was noted that the Purbeck Community Rail Partnership Officer had left the post and that the Friends of Wareham Station were now undertaking the watering of the flower displays. The Operations Manager agreed to liaise with the Friends regarding the winter planting.

134. Payment of outstanding creditors

The Town Clerk presented a list of payments for approval.

Resolved that payments be approved in the sum of £15,696.05 (£13,036.61 BACS and £2,659.44 direct debits), as appended to these minutes.

135. Laptop Policy

Members considered a laptop policy for Members which had been prepared by the Town Clerk and based on the standardised County Associations of Local Councils (CALC) policy. A Member suggest a number of alterations to the policy.

Resolved to recommend to Council that the policy, with amendments as agreed at the meeting, be approved.

136. Social Media Policy

Members considered a Social Media policy for Members which had been prepared by the Town Clerk and based on the standardised County Associations of Local Councils (CALC) policy. A Member suggest a number of alterations to the policy.

Resolved to recommend to Council that the policy, with amendments as agreed at the meeting, be approved.

137. Any other items the Chairman deems urgent

The Chairman had no items of urgency.

138. Date of next meeting

Members noted the date of the next meeting, which is scheduled for **13 October 2020 at 7.00pm**

139. 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

140. Connigar Lane Car Park

Members considered a confidential issue, raised by the Wareham Burial Joint Committee, regarding Connigar Lane Car Park. Councillor Ezzard noted a conflict of interest and advised that she would be abstaining from the vote.

Resolved that it be delegated to the Town Clerk, in consultation with the Chairman and Vice Chairman, to investigate this matter further, taking advice if needed, and to report back to this Committee.

141. Swanage and Wareham Rugby Club (SWRFC) Rent Review

Members considered a confidential report from the Town Clerk on the SWRFC rent review.

The history of the last rent review was outlined, together with the issues of implementing the agreed terms. It was noted that the SWRFC had contested the land value.

Resolved that the District Valuations Office be appointed to conduct a rental valuation of the site to ensure a fair market rent is achieved.

Chairman Date

Draft

Payments List - Meeting Date - 1st September 2020

Inv. Date	Ref No.	Payee	Amount	Details
31.07.20	TEL6631	Rejuvenate	97.96	Telephone services August 2020
31.07.20	67085	3C Payments	139.39	Credit card processing - July 2020
31.07.20	278934248	Amazon	22.89	2021 diary
05.08.20	34465	Edge IT	828.00	2nd year annual fee
06.08.20	12385	Rejuvenate	496.67	Microsoft 365 08.04.20 to 31.08.20
10.08.20	12444	Rejuvenate	6982.80	11 laptops + setup
12.07.20		CJ Smith	372.00	Supply & fit vented tap at Town Hall
31.07.20	1615	Tradewind Graphics	405.60	Play park signs re Covid19
31.07.20	392907	Loomis	65.33	Coin sorting monthly fee - July 2020
31.07.20	CD970995187	Agrovista	263.40	10litre white line marker
13.08.20	295289346	Amazon	123.72	Laptop cases, hazzard tape, PPE
12.08.20		Clock winder	500.00	Honorarium
12.08.20		Museum Curator	250.00	Honorarium
12.08.20		Museum Manager	250.00	Honorarium
12.08.20		Photographer	225.00	Honorarium
12.08.20		Sergeant at Mace	225.00	Honorarium
12.08.20		Town Crier	225.00	Honorarium
12.08.20		Web site	250.00	Honorarium
30.07.20	27198	WM Pond	100.05	General maintenance
14.08.20	3040432	Glasdon UK	1118.76	Bench by Sainsbury
13.08.20	6LDN	Amazon	28.04	Laminator
15.08.20		Poundland	67.00	Garage shelving
Total BACS & Cheque Payments			13036.61	
Direct Debits				
05.08.20	547424	Bonline	46.97	CCTV - Town Hall & Museum - August 2020
04.08.20	67150570	O2	23.41	Mobile telephone 07759 489065
14.08.20		Barclaycard	259.89	June & July costs
16.08.20	9000160410	Fuelcard People	57.38	Diesel for vans
19.08.20	Z1704902	Info. Commissioners	35.00	Annual subscription re GDPR
21.08.20	PW508598	PWLB	2201.79	Loan repayment re Mill Lane roof repairs
18.08.20	317069228	Lloyds	5.00	Bank charges 10.06.20 to 09.07.20
17.08.20		Sage UK	30.00	Sage 50 payroll
Total DDRs Payable			2659.44	
Total Payments			15696.05	