



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 24 November 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, Operations Manager

The Mayor was also in attendance.

306. Apologies for absence

No apologies for absence were received.

307. Declarations of interest

Councillor B Ezzard declared a personal interest as a trustee to the Purbeck Youth and Community Foundation.

308. Public participation time

There were three members of the public present. One spoke on behalf of the Christmas Lights in Wareham and the Father Christmas event. They stated that diminishing funds and resources had meant that it had not been possible to replace lights and years of 'make do and mend' was taking its toll on the display. As such they desperately feel that they need to invest in new lights. Much of the work is done by volunteers, using their own equipment which is not of the standard required. The Santa parade would suffer this year due to the inability to have the usual event due to COVID and the usual donations from bucket collections would not be received. The Council passed on their thanks and appreciation for all that the two committees do and urged the member of public to ensure that an application be submitted by the 15 December at the latest so that it may be considered at the Policy, Resources & Finance Committee meeting on 5 January 2021.

Another member of the public asked if the Council would be supporting the continuation of the Tourist Information Centre, located in the library and under threat of closure by Dorset Council. The Clerk clarified that this would be discussed later in the Agenda.

309. Confirmation of minutes of previous meeting held on 13 October 2020 and an extraordinary meeting held on 27 October 2020

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 13 October and 27 October 2020 were presented by the Chairman.

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

310. Matters arising from the minutes of the last meeting held on 13 October 2020 and an extraordinary meeting held on 27 October 2020

There were no matters arising from the minutes of the last meeting held on 13 October 202 and an extraordinary meeting held on 27 October 2020.

311. Payment of outstanding creditors

A list of outstanding creditors and balances due for payment were presented by the Chairman.

Resolved that payments be approved in the sum of £30,002.23 (£5,311.46 BACS and £24,690.77 direct debits), as appended to these minutes.

312. General Policies Report - Priorities

The Clerk presented a report on Policies and the priorities for review. A Councillor noted that they did not feel that the NALC model Standing Orders would suit the needs of Wareham Town Council. They did not feel that they were in a logical order and it was difficult to navigate without the use of sub-headings.

It was understood that the Town Council's Standing Orders were not legally compliant at the moment but having compared them to the NALC model, the Councillor did not feel it would be difficult to add additional clauses where necessary.

A Councillor proposed setting up a task and finish group to include four members including the Town Clerk to make the standing orders legally compliant and include the additional clauses.

The Clerk reminded the Committee that the current standing orders had taken nearly two years to get to the point they were and noted her concern that they were not legally compliant. This had been pointed out by the Internal Auditor and Consultant who had undertaken the staff review.

Resolved that the report on current policies be noted and that a working party be set up of three members and the Town Clerk to take the Standing Orders review forward. Membership was agreed as being Councillor Budd, Councillor Critchley, Councillor Turner and the Town Clerk.

313. Earmarked Reserves

The Clerk presented the earmarked reserves and reminded the members of the different types of reserves noting that general reserves should be a minimum of £130,000.

It was agreed that CCTV reserve would go back into the general reserve as the money had been spent.

It was confirmed that the spending of the section 106 was not time limited.

A Councillor enquired if the ear marked reserve for Car Park maintenance could be used to install an electric charging point in the car park and it was confirmed by the Clerk that this could be possible.

It was agreed that the money being held for the PWLB be returned to general reserve, as it was not necessary to hold this money in ear marked reserves.

Resolved that the funds stated £1595.12 (PWLB balance) and £1000 (CCTV donation) can be moved from the earmarked to the general reserve.

314. Christmas Parking

An update was provided by the Clerk that Dorset Council would be offering free car parking on the three Saturdays in the lead up to Christmas. Members were asked if they would like to offer free parking on the same dates and if so, how would like they like to resource the closing and opening of car parking machines.

Resolved that free parking would be offered over the three weekends ie. 4pm on Friday through Saturday and Sunday in the lead up to Christmas.

315. Purbeck Youth and Community Foundation Funding

A request had been made by Joyce Spiller at the Council meeting on 3 November 2020 for permanent budgetary funding for the Purbeck Youth and Community Foundation.

The Chairman expressed his concern at discussing what grants could be offered ahead of the Policy, Resources and Finance Committee meeting in January when all grant requests will be considered.

The Clerk suggested that the Purbeck Youth and Community Foundation could put in a grant application for this year and that the request for longer term funding, up to the end of the current electoral term, be deferred until the January meeting.

Resolved that the PYCF be encouraged to put in a grant application fund as they have in the past and a decision on the request for longer term funding be deferred until January 2021.

316. Conclusion of Audit 2019-2020

The Town Clerk was pleased to report an unqualified audit had been received from PKF Littlejohn for 2019-2020. The Committee requested that their thanks be extended to the Town Clerk and Finance Officer for their hard work.

Resolved that the conclusion of Audit 2019-2020 be approved.

317. Draft Budget 2021-2022

The first draft of the proposed Budget 2021-2022 was presented. The Chairman made the Committee aware that the Amenities Committee had not had the opportunity to look at their budget and would not do so until 2 December. The

Chairman therefore proposed that the budget be reviewed again at the January meeting of PR&F. This fell into line with NALC's recommendation to leave budget setting to the last minute as by January the tax base figure would be known.

The Chairman extended his thanks to all the staff that had been involved in the production of the draft budget.

Resolved that the budget review be deferred to the January meeting.

318. Virtual Meetings Protocol

The Mayor asked the Committee to consider a Member Protocol for Zoom meetings for recommendation to full Council.

Resolved that the Member Protocol policy for Zoom meetings be recommended to full Council for adoption.

319. Protocol for the death of a senior national figure

A policy was put forward by the Town Clerk on the protocol for the death of a senior national figure in line with Covid-19 restrictions.

Resolved that the policy be recommended to full Council for adoption.

320. Tourist Information Centre Consultation

A response to the draft consultation for approval by Council was discussed.

Several Councillors voiced support for the Tourist Information Centre and were against the closure of the Centre. Councillors felt that the knock-on effect would be significant. Councillors were urged to respond as individuals to the consultation.

Resolved that a formal statement be recommended to Council to respond to the consultation with a statement that the Town Council opposes the closure of the Tourist Information Centre and wishes it continues to operate in its current form.

321. Any other items the Chairman deems urgent

There were no matters of urgency.

322. Date of next meeting

To note the date of the next meeting, which is scheduled for **5 January 2021 at 7.30pm.**

Payments List - Meeting Date 24th November 2020

Appendix

Inv. Date	Ref No.	Payee	Amount	Details
23.09.19	2284	MG Webber	288.00	Plants for winter baskets
28.09.20	356888331	Amazon	10.85	Scissors
19.10.20	28695	Amazon	24.95	Tulip bulbs
20.10.20	27524	Wm Pond	58.52	General building maintenance
26.10.20	400972365	Amazon	48.00	Face masks
27.10.20	43632	Play Inspection Co	378.00	Play Inspection course x 3
28.10.20	SI-1054	MG Webber	77.76	Plants - 6 packs
30.10.20	WGS5519	Wessex Grounds Services	401.27	Grass cutting - October 2020
30.10.20	407386	Loomis	57.18	Coin sorting October 2020
31.10.20	72263	3C Payments	68.45	Card processing fee - October 2020
01.11.20	13126	Rejuvenate	543.36	Service & support - November 2020
02.11.20	20/197	DAPTC	39.00	Planning training - R Schofield
03.11.20	247	Amazon	86.97	Toilet roll dispensers
03.11.20	414518028	Amazon	43.80	Anit-bac handwash
03.11.20	SB20202247	PKF Littlejohn	1200.00	External audit fee Ye 31.03.20
05.11.20	184792	Amazon	11.85	Bulbs
07.11.20	983	MG Webber	427.68	Plants for winter baskets
13.11.20	20/210	DAPTC	39.00	Planning Concepts training - R Schofield
12.11.20	199206	SLCC	118.80	ILCA fees - B Churchill
15.11.20	899	Purbeck Arborists	1355.00	Treeworks at Northmoor Park
	27058	Wm Pond	33.02	General building maintenance
	Total BACS		5311.46	
Direct Debits				
20.10.20	321995422	Lloyds	5.00	Account charges
25.10.20	9000515796	Fuelcard People	54.89	Van diesel
28.10.20	WAR376	Waterlogic	37.32	Water cooler hire
30.10.20	DCPFOct20	DC Pension Fund	4052.15	Pension contribution - October 2020
30.10.20	HMRCOct'20	HMRC	3685.68	NIC & PAYE contribution - October 2020
30.10.20		Salaries	11233.73	October salaries
30.10.20	76203756	Suez	214.99	Town Hall rubbish collection
01.11.20	961510801	Water2business	31.50	Pavilion water usage - November 2020
01.11.20	2697290001	Water2business	74.00	Howards Lane toilets water usage - November'20
01.11.20	96200001	Water2business	85.00	Town Hall water usage - November 2020
01.11.20	300855984	Dorset Council	101.00	Howards Lane toilets rates - November 2020
01.11.20	300059492	Dorset Council	150.00	Museum rates - November 2020
01.11.20	300855997	Dorset Council	177.00	Quay toilets rates - November 2020
01.11.20	2688769801	Water2business	198.00	Quay toilets water usage - November 2020
01.11.20	300059573	Dorset Council	849.00	Howards Lane car park rates November 2020
01.11.20	300061477	Dorset Council	936.00	Town Hall rates - November 2020
01.11.20	10698682	Sage	30.00	Sage 50 payroll - November 2020
02.11.20	1809921972	EE	102.46	Mobile phones & car park ticket machines Nov'20

04.11.20	5860640	O2	23.41	Mobile phone - November 2020
05.11.20	217234	Bonline	46.97	CCTV - Town Hall & Museum
12.11.20	2nd Qrt	HMRC	2047.39	VAT payable July to September 2020
16.11.20	Z0072450	BNP Paribus	233.50	Van leasing - November 2020
16.11.20	526025	Baclaycard	321.78	October account
	Total DDRs Payable		24690.77	
		Total Payments	30002.23	

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