

WAREHAM TOWN COUNCIL REPORT



Meeting Date: 28 January 2025

Agenda Item: 14

Subject:	Town Clerk's Update
Prepared by:	Nicola Gray, Town Clerk and RFO
Purpose of Report:	To note the update from the Town Clerk.
Background:	<p>Council receives an update from the Town Clerk, usually verbally, on work being undertaken or on ongoing projects.</p> <p>As the Clerk is attending the National Practitioners Conference, the report provides a brief update on relevant matters in her absence.</p>
Key Points:	<p>Notes for Payments to be Authorised</p> <p>There are a couple of payments on the list for authorisation which requires some qualification. Firstly, the Town Hall Electricity bill. This figure is for a 12-month period. The smart meter was installed at the Town Hall in September 2023, and following a bill in November 2023 SSE failed to bill the Council because the Smart Meter was faulty. As the Council has five complicated billing accounts, this was overlooked and did not come to notice until the Admin Officer started to carry out negotiations at the contract end. After much communication, SSE accepted their responsibility in the failure and, in accordance with the law, have only billed for the preceding 12-month period, writing off any bills owing between November 2023 and February 2024. This is shown as one lump sum being paid on the payments schedule.</p> <p>The second payment is for Surrey Hills Solicitors. This is the second and final invoice for work carried out in conjunction with the previous Clerk which was not billed at the time in respect of the Rugby Club land. Surrey Hills have confirmed this is the only outstanding amount and have apologised for the lack of timely billing.</p> <p>Resignation of Museum Manager</p> <p>The Clerk received the resignation of the Museum Manager on 2 January. The Manager's decision to resign was personal, but a contributory factor was the difficult and stressful time he had experienced with a minority of volunteers, which appeared to be going on up to Christmas. This was an extremely sad and disappointing situation, but understandable given some of the behaviour he had experienced.</p> <p>Personnel Committee resolved to redesign the post and subsequently a Museum Co-ordinator role has been advertised to take the museum progression forward. Due to the confidential nature of personnel matters, this cannot be discussed any further.</p> <p>Howard's Lane Public Toilets Tender</p> <p>The window for tender submissions closes on Friday 31 January, and a formal tender opening process will take place with the Mayor, Chair of Amenities and the Clerk. Following the formal opening a tender selection process will then take place with all members of the Amenities Committee and Build Project Working Party.</p>



Implications	None to note – purpose is to update on previously agreed decisions and actions.
Recommendation	To note the Clerk's update.