The New Town Hall, Commercial Road, Weymouth, Dorset, DT4 8NG

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**NOTICE OF MEETING**

**MEETING:** Full Council

**DATE & TIME**: Wednesday 15th February 2023 at 7.00pm

**PLACE:** Council Chamber, The New Town Hall, Commercial Road, Weymouth,

 Dorset, DT4 8NG



This is a meeting in public, not a public meeting.

Should members of the public and press wish to attend the meeting or ask a public question, please email office@weymouthtowncouncil.gov.uk by no later than 9am the day prior to the meeting. Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

J L Biscombe, FSLCC, CiLCA Town Clerk 9th February 2023 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome
2. Apologies
3. Declarations of Interest
4. Minutes of last meeting
5. Councillor Questions and Statements
6. Town Mayor’s Announcements
7. Public Questions
8. Committee Membership
9. Quarter 3 Budget Monitoring
10. Risk management and internal controls
11. Asset Register
12. Release of earmarked reserves for seafront railings replacement
13. Release of Project Support Reserve funds for Greenhill beach access improvements and beach hire equipment
14. Operational Workforces Monitoring Policy
15. Information Items
16. Actions from previous meetings
17. WTC Forward Plan

## Welcome

## Apologies for Absence

To receive apologies for absence.

## Declarations of Interest

To receive any declarations of interest.

## Minutes of the last meeting

Members are asked to agree the minutes of the last meetings held on 11th January 2023 as a true and accurate record.

### Recommendation:

That Members agree the minutes of the last meetings held on 11th January 2023 as a true and accurate record, and that they be signed as such.

## Councillor Questions and Statements

In accordance with Standing Order 29, one clear day’s notice in writing to the Clerk of the meeting is required. In the case of urgent items permission must be sought from the Chairman and the question submitted to the Clerk of the meeting by 3:00pm on the day of the meeting.

## Town Mayor’s Announcements

To receive announcements from the Town Mayor.

## Public Question Time

Questions referring to the work of Dorset Council or other external organisations will not be taken at this meeting. The length of time available for public questions will be determined by the Chairman.

## Committee Membership

Committee membership is agreed by Full Council and occasionally requires amendments between annual meetings in May. Amendments are required at this time due to a Councillor resignation and subsequent election resulting in a new Councillor joining the Council. Councillors are reminded that 1.6 in the Council’s Scheme of delegation requires all Councillors to serve on at least one standing committee.

Full Council is asked to approve that Cllr Matt Bell joins the Services Committee in place of Cllr David Harris, and that Cllr David Harris joins the Planning and Licensing Committee to take the vacant seat.

**Recommendation:**

That Councillors approve that Cllr Matt Bell will join the Services Committee in place of Cllr David Harris, and that Cllr David Harris will join the Planning and Licensing Committee to take the vacant seat.

## Quarter 3 Budget Monitoring (from F&G Committee 01/02/23)

**Purpose of the Report**

This Quarter 3 Finance Report summarises the council’s financial information for the third quarter of the 2022/23 financial year.

**Background**

The Finance & Governance Committee receives a quarterly finance monitoring report to consider the councils financial position as at the end of each quarter and then recommends the report to Full Council for noting or will inform Full Council of any actions it recommends should be taken. This report includes the actual and projected income and expenditure against agreed budgets and the movement of reserves.

**Budget Monitoring**

Each year a budget is approved that allows the council to set its precept for the following year. The council then has a responsibility to monitor income and expenditure against this budget and bring to members attention any material variances that are projected to occur. Summary and detailed budget information is contained within Appendix A.

The council needs to comply with the Code of Practice that determines how the council needs to monitor and report its financial information. Within the code there is no requirement to undertake and show detailed recharges across services. In addition, the council is not bound by capital accounting regulations that require depreciation and other capital charges to be shown.

It should be remembered that budget monitoring in isolation is only one tool that will feed into the decision-making process, and additional information will be needed for service, scrutiny and staff reviews which may be undertaken by the HR Committee and the Services Committee.

At the end of Quarter 3 the projected outturn is showing a favourable variance of circa £23k.

An explanation of the major predicted variances is included within Appendix A.

Several virements have been made to help budget holders manage their budgets and reflect decisions that have previously been approved. For example, it has been agreed to employ staff on flexible contracts rather than use agency staff, so budgets have been vired from agency expenditure lines to casual staffing expenditure lines. Details of all virements are also contained within Appendix A.

**Income**

It is important that the council continues to monitor its income streams. A summary of the income received is shown in Appendix A and this will be updated on a quarterly basis as part of this report. It should be remembered that income cannot be looked at in isolation as in some situations additional income may have been generated by an increase in costs.

As at the end of Quarter 3 the income to be received for the year is estimated to be below budget by £17k (it was estimated to be below budget by £28k at the end of quarter 2).

The budget working group scrutinised the income budgets with managers as part of the budget setting process for 2023/24 to ensure that income targets for future years are realistic and achievable.

**Employee Costs**

The financial projections now include an amount for the pay award that was agreed as part of the national negotiations for the local government sector. The council has held several vacancies, and this has helped to absorb some of the pay award costs that are above the amounts built into the base budget. The staff costs in the report compare the true costs against the original budget.

Budget holders continue to monitor absence levels and the financial implications that long term absence has on budgets. Specific information in respect of staff absences will be reported to future meetings of the HR Committee.

**Earmarked Reserves**

A summary of the earmarked reserves is contained within Appendix A. As of 31 December 2022, £444k has been transferred to operational budgets to fund expenditure in accordance with the purpose for which the funds were originally set aside.

£165k in CIL receipts have been received to date and this has been transferred to the CIL Reserve.

**Impact Assessment:**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | The budget is set with due regard to equalities policies and legislation. |
|  | Environment, Ecology and Climate Change | There are no direct impacts from this report.  |
|  | Crime and Disorder | There are no direct impacts from this report.  |
|  | Financial | The financial information is contained within this report. The projected underspend for 2022/23 is estimated to be £20k. |
|  | Resources | Officer time will be needed to continually monitor the budget. |
|  | Economic development | There are no direct impacts from this report.  |
|  | Social Value | There are no direct impacts from this report.  |
|  | Risk Management | The risk of not setting a balanced budget would put the Council’s assets and services at risk. |
|  | Corporate priorities | * Manage the Council’s assets and resources responsibly and transparently.
 |

**Recommendation**

Councillors are asked to note the Quarter 3 Budget Monitoring report and Reserves Summary as at 31 December 2022.

## Risk Management and Internal Controls (from F&G Committee 01/02/23)

**Purpose of Report**

To ask the committee to review the risk register and recommend it to Full Council for approval.

**Background**

The Council is required under the Accounts and Audit Regulations 2015 (Reg. 3) to undertake an annual review of its internal controls for risk management (financial and non-financial.) This is a requirement for passing the annual audit inspection.

As part of this process, as well as reviewing the corporate risk register, officers also review the approved Risk Management Strategy and report to members any amendments that they feel are needed to ensure that it remains fit for purpose. Following the current review there are no recommendations for change to the Risk Management Strategy document.

**Impact Assessment:**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | There are no direct impacts from this report. |
|  | Environment, Ecology and Climate Change | There are no direct impacts from this report.  |
|  | Crime and Disorder | There are no direct impacts from this report.  |
|  | Financial | Identification of risks and actions to reduce risk will assist in protecting he Council’s finances.  |
|  | Resources | There are no direct impacts from this report. |
|  | Economic development | There are no direct impacts from this report.  |
|  | Social Value | There are no direct impacts from this report. |
|  | Risk Management | As detailed within the report |
|  | Corporate priorities | * + Manage the Council’s assets and resources responsibly and transparently.
 |

**Recommendation**

Councillors are asked to approve the corporate risk register (Appendix B).

## Asset Register (from F&G Committee 01/02/23)

**Purpose of Report**

To ask members to review the asset register and recommend it to Full Council for approval.

**Background**

As part of the local government reorganisation in Dorset a list of assets to be transferred to Weymouth Town Council was agreed as part of The Weymouth and Portland Borough Council (Weymouth Parish Council) Reorganisation of Community Governance (second variation) Order 2019.

The assets were listed as part of schedules 2 to 4 of the Order. This list includes assets that have been operating under a Memorandum of Understanding where lease agreements were not completed as of 1 April 2019. Although some of these leases have now been completed and sealed, work on finalising the leases in respect of the Beaches, Promenade and Greenhill Gardens, The Marsh and the Dalton Close play area are ongoing.

Although the 2019 Order itemised the assets transferred to Weymouth Town Council, it was evident that further work was needed to identify the individual components and equipment that make up each of these assets to ensure a full list is held and monitored. In addition, where the former council operated a de-minimus level where only assets above a certain value were recorded in detail, some assets such as benches were included as a single line so a full audit was needed to itemise these entries so that a full list of these assets and their locations could be established.

The current list of assets is shown within Appendix C.

Work on low value items such as equipment held at the Commercial Road offices will continue to be compiled as part of the final phase of this review.

**Asset Working Group**

The Asset Working Group was established and has been looking at the Land and Building assets in more detail with a view to recommending the best use of these assets going forward.

**Financial Reporting Requirements**

Assets transferred as part of the 2019 Order are required to be recorded at a nominal £1 value. Assets acquired after 1 April 2019 are recorded at cost value and this value is held until the asset is disposed of. Because the council is not required to account using capital accounting requirements there are no entries for depreciation, revaluations, or impairments.

**Computerised Asset Database**

The council is in the process of plotting and recording all of its assets onto the Parish Online system. This system will record a wider range of information such as the utility details associated with each asset and the equipment assets will be linked to the major assets such as land and buildings so that there is a complete record of assets in each location.

**Impact Assessment:**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | There are no direct impacts from this report. |
|  | Environment, Ecology and Climate Change | There are no direct impacts from this report.  |
|  | Crime and Disorder | There are no direct impacts from this report.  |
|  | Financial | There are no direct impacts from this report.  |
|  | Resources | Officer time will be required to input data into a new system and to map where each asset is located. This can be met from existing capacity. |
|  | Economic development | There are no direct impacts from this report.  |
|  | Social Value | There are no direct impacts from this report. |
|  | Risk Management | Should the assets not be recorded within the asset register then there would be a risk that the council would not know if assets were damaged or stolen. Not having an approved asset register poses a risk to the Council’s external audit procedure as this is a required element. |
|  | Corporate priorities | * Manage the Council’s assets and resources responsibly and transparently.
 |

Ratings:

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth.
* there are unanswered questions.
* there are conflicting impacts

Green indicates that:

* There are identified benefits from this decision.

No colour indicates that:

* There are no direct impacts from this report.

**Recommendation**

Councillors are asked to approve the asset register (Appendix C).

## Release of earmarked reserves for seafront railings replacement

**Purpose of Report**

To seek Full Council approval for the release of earmarked reserves for the replacement and refurbishment of a section of Promenade railings.

**Background**

In June 2021, Full Council established an earmarked reserve of £80,000 for improvements to the Promenade and beach – in particular, the reserve was to fund the phased replacement/refurbishment of the railings that run along the eastern edge of the Promenade. These metal railings are quite old and due to the harsh environmental conditions, suffer from extensive corrosion.

In February 2022, Full Council agreed the release of £15,000 to fund an initial phase of works, in part, to develop a cost-effective technique for replacing much of the railings whilst retaining element, such as the pillars, for both financial and heritage reasons.

In June 2022, Full Council agreed the release of a second tranche of funding of £25,000 which enabled a further 70 bays of railings to be replacement and refurbished around the Jubilee Clock.

It is now requested that the remaining reserve is released to enable at least a further 80 bays of railings to be replaced and refurbished with the aim of completing the worst bays that are suffering from extensive corrosion and posing health and safety concerns at the Pavilion end of the Promenade.

This proposal was discussed at the meeting of the Finance & Governance Committee on 1st February 2023 as part of the forward plan information item. The Committee did request that resources be used to redecorate the Beach Operations Building but this can be achieved within existing maintenance budgets and the work undertaken before Easter.

**Impact Assessment:**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers and Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Impact area** | **Impacts** |
|  | Equalities | N/A |
|  | Environment, Ecology and Climate Change | The work will be undertaken in such a way as to minimise the risk of any pollution to the seafront environment. |
|  | Crime and Disorder | N/A |
|  | Financial | The funding for this work will be derived from an earmarked reserve, which can only be released with the approval of Full Council. It should be noted that the price of steel is increasing and delays to the works will result in increased costs. |
|  | Resources | The works will be overseen by council staff with the Resort Team providing daily liaison to manage any disruption to the public or any events in the area (e.g. fairground rides). |
|  | Economic development | Retaining and improving he visual appearance of the seafront contributes to sustaining the visitor economy. |
|  | Social Value | N/A |
|  | Risk Management | By improving the appearance of the seafront, the council can avoid negative impacts on its reputation.  |
|  | Corporate priorities | * Manage the Council’s assets and resources responsibly and transparently.
* Promote opportunities for economic success of the area.
 |

**Ratings:**

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth.
* there are unanswered questions.

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Green indicates that:

* There are identified benefits from this decision.

No colour indicates that:

* There are no direct impacts from this report.

**Recommendations**

That Full Council agrees the release of £40,000 from the Beach & Promenade Reserve in order to fund works to replace and refurbish a section of railings on Weymouth seafront.

## Release of Project Support Reserve funds for Greenhill beach access improvements and beach hire equipment (from Services Committee 18/01/23)

**Purpose of Report**

The purpose of this report is for the committee to release funds from the project support reserve. This will enable officers to fulfil the beach hire and Greenhill accessibility project plans (Appendix D). Both plans were agreed by Services committee in January 2023.

**Background**

**Beach Hire**

The PID for this project, proposed by Cllr Alex Fuhrmann, and was agreed by Services Committee in October 2022. The project plan was agreed by Services Committee in January 2023.

The project forms the trialling of card payment at one of the hire points on Weymouth Beach, where the Resort team operate a hire service offering deckchairs, sunbeds and parasols. This hire point will continue to take cash payments which will help the resort team gain data.

In addition, the project includes the purchase of new stock in order to ensure that the hire service meets customer demand and maximises income on potential ‘sell out’ days in the summer.

**Greenhill Accessibility**

The PID for this project, proposed by Cllr Gill Taylor, and was agreed by Services Committee in October 2022. The project plan was agreed by Services Committee in January 2023.

The project forms the measures to improve access to the beach for those with mobility impairments.  The two aspects of the project are the installation of beach access matting (similar to that deployed on the main resort beach each summer) and work with local groups for sponsorship of a third beach wheelchair. Officers are currently in discussion with local groups regarding sponsorship.

**Impact Assessment**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | **Greenhill Accessibility**The proposed measures will enable greater equality of access to this area of beach for those with a disability or restricted mobility.**Beach Hire**Cash and card payments will enable everyone to hire an item. |
|  | Environment, Ecology and Climate Change | Both projects will not have any adverse impact on the beach environment. |
|  | Crime and Disorder | There are no direct impacts from this report. |
|  | Financial | Both projects will require the release of the funds from the Project Support Reserve for new initiatives. |
|  | Resources | Both projects can be implemented within existing staff resources. The beach wheelchair has a significant value and will be added to the council’s asset register. |
|  | Economic development | **Greenhill Accessibility**By promoting community access to the Greenhill Beach there may be a positive benefit for nearby catering outlets and tenants of the council.**Beach Hire**The project will evaluate whether card payment can generate additional income for the council. |
|  | Social Value | The Greenhill accessibility scheme will deliver significant social benefits in terms of wellbeing and equality of access to the natural environment. |
|  | Risk Management | The council will need to ensure that the beach wheelchair is properly managed and maintained. Also, the beach matting will be regularly monitored by the Resort team to ensure that it remains level and safe to use. |
|  | Corporate priorities | * Strive for continuous improvement and service development.
* Improve the wellbeing of the people of Weymouth.
 |

Ratings:

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth.
* there are unanswered questions.
* there are conflicting impacts.

Green indicates that:

* There are identified benefits from this decision.

No colour indicates that:

* There are no direct impacts from this report.

**Recommendation**

It is recommended that the committee agrees to release £17,250 from the project support reserve (New initiatives), this will enable the Beach Hire and Greenhill accessibility project plans (Appendix D) to go ahead. The break down of cost is below,

1. £2,000 of this money will be spent on 33m2 of access matting.
2. £10,000 of the proposed amount will be spent on replenishing deckchair and sunlounger stock.
3. £5,000 of the proposed amount will be spent on parasols for to hire for income.
4. £250 of the proposed amount will be spent on a contactless card machine.

## Operations Workforce Monitoring Policy (from F&G Committee 01/02/23)

Over recent months operational workforce monitoring devices have been introduced across frontline services to protect lone workers and improving service delivery.

This draft policy (Appendix E) has been assembled by Parks and Open Spaces Manager and the Senior Resort Officers drawing from best practice from other local councils.

**Impact Assessment:**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | There are no direct impacts from this report.  |
|  | Environment, Ecology and Climate Change | There are no direct impacts from this report.  |
|  | Crime and Disorder | There are no direct impacts from this report.  |
|  | Financial | There are no direct impacts from this report. |
|  | Resources | There are no direct impacts from this report.  |
|  | Economic development | There are no direct impacts from this report.  |
|  | Social Value | There are no direct impacts from this report.  |
|  | Risk Management | A clear policy will protect the Council’s reputation ensuring that our staff are delivering a high standard of service, and that risks associated with lone working are also mitigated. |
|  | Corporate priorities | * Manage the Council’s assets and resources responsibly and transparently.
* Strive for continuous improvement and service development.
 |

**Recommendation:**

That councillors agree to the adoption of the Operational Workforce Monitoring Policy, with a review after one year.

## Information Items

### Actions from last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 13/01/21 | JB/TW | Commence legal negotiations with regards to Rylands Lane allotments and bring legal agreement back to Full Council for signing at a later date. | In progress. Following significant delays not of the Council’s making, the draft lease is now with the Council’s legal advisors for comment. |

### WTC Forward Plan

WTC Forward Plan – this is not a definitive list and is subject to regular change, amendment and revision.

|  |  |  |
| --- | --- | --- |
| 22/02/23 | HR | Restructure updates |
| 01/03/23 | Services | Events Programme 23 – including Coronation eventsApplications for free use of Dorset Council car parksResort Service – service plan 2023-24Review of public toilet opening times.Review from Development Board (info prior to FC)Draft Bench PolicyPID – Sea Swimming Event |
| 15/03/23 | F&G | Asset Maintenance Programme.Information Item – Chapels UpdateDraft Bench Policy – Information item only following Services on 1/3/23Freepersons Policy |
| 29/03/23 | Full Council | Endorsement of Release of Draft Weymouth Neighbourhood Plan (Reg 14)Weymouth Business Improvement District (We Are Weymouth) Ballot”Review from Development Board (info)Armed Forces Covenant update from Cllr James (following event on 23/02)Draft Bench PolicyFreepersons Policy |
| 05/04/23 | HR | Restructure update |
| 12/04/23 | Services | Purple Flag – promotion and future optionsReview of public toilets – final reportSeafront lighting (including lasers) - future optionsSeafront Strategy Consultation ResultsRequest to remove bench on Westbourne RoadTIC Options paper |
| 26/04/23 | F&G | Louviers twinning report.Seafront digital advertising screens procurement |
| 10/05/23 | Full Council | Annual MeetingElection of Mayor, Deputy Mayor and Mayor ElectElection of Leader and Deputy LeaderNominations to CommitteesNomination of Champion rolesNominations to outside bodiesConfirmation of Working Group membership |
| 24/05/23 | Services | CSAS annual report |
| 07/06/23 | F&G | Approve Governance StatementFinancial outturn 22/23Updated Standing OrdersUpdated Financial RegulationsAnnual review of Strategic PlanAsset maintenance plan (every 6m) |
| 14/06/23 | HR | Town Clerks Appraisal arrangements |

### Recommendation: Members are asked to note the information items.