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

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Councillors nominated to the **Finance & Governance Committee** are hereby summonsed to attend the following meeting. Please inform the Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:**  Finance and Governance Committee

**DATE & TIME**: Wednesday 7th June 2023 at 7.00pm

**PLACE:**  Council Chamber, The New Town Hall, Commercial Road, Weymouth, DT4 8NG

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

Anyone wishing to ask a public question should do so by email to [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk) by 9am on the day prior to the meeting if possible.

Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

Please do not attend the meeting if you feel unwell.

Attendees will be asked to sign in to assist with health and safety including fire evacuation.

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J L Biscombe, FSLCC, CiLCA

Town Clerk 1st June 2023

# Agenda

1. Election of Chair
2. Election of a Vice-Chair
3. Apologies for Absence and Substitutions
4. Declarations of Interest
5. Minutes of the last meeting
6. Councillor Questions and Statements
7. Public questions
8. Grant Applications
9. Draft Climate & Ecological Emergency (CEE) Plan
10. Draft Media Policy
11. Annual Governance and Accountability Return 2022/23
12. Financial Outturn 2022/23
13. Information items

* Louviers Report
* Actions from previous meetings
* Forward Plan

1. Exclusion of the Press and Public
2. Debtors Update

## Election of Chair

To Elect a Chair for the Finance and Governance Committee.

### Recommendation:

That the Committee elect a Chair for the Finance and Governance Committee.

## Election of Vice Chairman

The Committee is asked to elect a Vice-Chair for the Finance and Governance Committee.

### Recommendation:

That the Committee elect a Vice-Chair for the Finance and Governance Committee.

## Apologies for Absence and Substitutions

To approve any apologies received.

## Declarations of Interest

To receive Councillor Declarations of Interest in matters on the agenda.

## Minutes of the last meeting

To approve the minutes of the last formal meeting held on 26th April 2023 as a true and accurate record.

### Recommendation:

That Members agree the minutes of the last formal meeting held on 26th April 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/statement submitted to the Clerk of the meeting by 3:00pm on the day of the meeting.

## Public Question Time

Questions referring to the work of Dorset Council or other partner agencies will not be taken at this meeting.

No questions have been received to be included with the agenda despatch. Members of the public are able to ask a public question up until 9am on the day before the meeting date by emailing [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk) .

The length of time available for public questions will be determined by the Chairman.

## Grant Applications

## The grant policy and form can be found [here.](https://www.weymouthtowncouncil.gov.uk/wp-content/uploads/2023/05/WTC-grant-form-over-250-updated-26.04.23-002-updated.docx)

## Citizens Advice Central Dorset

Many of the residents in Weymouth are struggling to survive on low incomes and having to make daily decisions on whether to pay their rent, turn on their heating pay for food or pay for medical prescriptions. This has been made significantly worse by the long-term impact of the COVID-19 pandemic and the rising cost of living which has left many people at crisis point.

The Citizens Advice service is seeing an unprecedented demand for their help, with individuals and families unable to make ends meet and taking on rising debt as a result. In 2022-23 they helped 3,510 Weymouth residents, a 90% increase on the year before, and they expect that rising trend to continue for a number of years. They are stretched beyond our existing capacity and urgently need to take on new advisers and supervisers to cope with the increasing demand.

They are therefore requesting funding to contribute to the costs of delivering our expanding core advice service in Weymouth, enabling us to focus on those who are most in need, living in areas of deprivation, or who are most vulnerable due to physical and mental ill health. The funding will be targeted in the areas of greatest deprivation in Weymouth. They will do this by delivering additional advice and support to those residents who are experiencing the highest deprivation.

### Project cost: £5,000 per annum

### Application amount: £5,000 per annum over a period of 5 years.

### Recommendation: £5,000 per annum over a period of 2 to 5 years

## Activate Performing Arts

This application is requesting support towards enabling everyone to access an invaluable cultural event that brings people together. During austerity and the challenging impact of inflation, many people are unable to afford to take themselves or their families to events and experience reduced quality of life. Activate Performing Arts festival, which is free to the public, will run from 15 - 24 September 2023 across Dorset and the BCP area and will draw to a close with a large-scale finale performance taking place on two nights, in Weymouth Town Centre by one of Europe’s most in-demand outdoor performance companies.

The closing event of Inside Out Dorset 2023, taking place in Weymouth Town Centre will be a joyous moment for everyone to enjoy. The performance is an uplifting processional piece which will journey through Weymouth town centre with one performance on each of the evenings of 22nd and 23rd September. Three giant dolls, wearing dresses inspired by famous artists, glide through the crowd. Like porcelain dolls out of an old toy box, they enthral the audience with a performance mixing original compositions, popular songs and the finest operatic arias. Hidden in their dresses are a colourful troop of drummers, who create playful musical exchanges all along the parade route.

### Project cost: £55,500

### Application amount: £5,000

### Recommendation: £3,500

## AsOne Theatre Company

As we pass the first anniversary of the invasion of Ukraine, South Dorset AsOne theatre company propose a project – 'They Came from Ukraine' - to mark a unique moment of our community’s history. More than 900 Ukrainians have settled across Dorset since Vladimir Putin’s forces began the war, forcing thousands to flee their homeland. Weymouth has welcomed and hosted several Ukrainian families – some 118 remain a year on. This pertinent, and cathartic Performing Arts (PA) R & D project proposes gathering legacy stories, giving voice to those telling them – from both willing Ukrainian families and Weymouth hosts. This will be done in partnership with St Aldhelm’s Church Ukrainian Hub and advice/information from Dorset Council’s Ukrainian Support team. The project will be realised during a series of shared storytelling, and theatre workshops with adults and children separately to encourage an uninhibited, truthful telling of experiences. The culmination of these professionally led workshops will be junior and adult performances in front of invited friends, family, and stakeholders.

### Project cost: £10,450

### Application amount: £2,500

### Recommendation: £2,500

## Trident BJJ Weymouth

The largest portion of the funding would go towards mats. This is essential for Trident BJJ Weymouth to be able to train. Currently they are using borrowed mats from their members, and would like to purchase high quality rollout mats to give them maximum flexibility.

Many of their members have expressed interest in competitions and they would like to provide them with a team uniform, as well as subsidising competition entry fees and travel from club profits.

They have also included two playpens. Most of their members have young children and it is hard to find time to train. By having a safe space close to the mat for children, members will be able to bring them along and give their partner a break for the evening or enable couples to train together.

They also need a countdown clock to use as a round timer, this is essential for many of the warm up drills as well as competition training and regular sparring.

Additionally, they require cleaning products.

### Project cost: £4,838.97

### Application amount: £2,949.07

### Recommendation: £2,801.62

## St Nicholas Church

St Nicholas Church is a church but also holds charity events, coffee mornings and soon to be lunch club and toddlers’ group.

This project is to purchase folding tables, stackable chairs, crockery, glasses and cutlery to use for fundraising events and groups.

The church is approaching Weymouth Town Council for funding towards 20 x 6ft x 2ft 3” folding Go Pack tables and 30 x stackable Go Pack chairs.

### Project cost: £3,424.90 (minimum)

### Application amount: £3,000

### Recommendation: £2,850.00

## Climate Resources and Guidance (CRAG)

## Air 107.2 CIC

Air needs to reach a stage of stability, and this can be achieved from the funding requested. It will raise greater awareness of the station and subsequent additional income to support running costs. All aspects of running the station and company are by volunteers and this will continue with the prospect of increasing the volunteer base, educational and training experiences. Air will continue and expand to support community events.

Air wish to purchase software to enable volunteers to interact with studio base and broadcast from studio and locations plus printing and promotional items to promote and contact hard to reach groups, new volunteers and extend their audience.

### Project cost: £15,000

### Application amount: £2,851

### Recommendation: £2,565.90

## Climate Resources and Guidance (CRAG)

This application was originally considered on 26 April 2023 and a decision deferred to determine whether funding could be secured from the CEE Reserve. The CEE group have requested that the application be bought back to this committee for further consideration.

CRAG are a newly established charity, and this project constitutes their first provision of

information and guidance material, and also the opportunity to engage local communities,

publicise our existence, recruit new members and volunteers, and generate financial and

other support.

The project is to produce six leaflet information stands and accompanying posters to place in six

key locations in Weymouth.

Leaflets will provide general advice, information and signposting in the following areas. These

areas are drawn from the subdivisions of the Zero Carbon Dorset 2030 report (itself taking

inspiration from the Zero Carbon Britain report produced by the Centre for Alternative

Technology).

CRAG will also use leaflet images to support paid-for social media campaigns.

### Project cost: £2,990.00

### Application amount: £2,990.00

**Recommendation: £2,990.00**

Summary of grant allocations in 22/23:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant | Project | Allocation | Date agreed |
| The Lantern Trust | Year two of three year agreement. | £5,000.00 | 21/12/22 |
| Gods Green Fingers | To create and develop more growing space at Tumbledown | £500.00 | 26/04/23 |
| Weymouth Food Bank | To buy Fresh fruit and Vegetables to supplement the tins and packets at the food banks | £2,500.00 | 26/04/23 |
| Dentaid | Providing oral healthcare in Weymouth | £2,700.00 | 26/04/23 |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total previously AGREED | £10,700.00 |  |
|  | Remaining Budget | £39,300.00 |  |

**Recommendation:**

That the Committee agrees to allocate:

1. £5000.00 to Citizens Advice Central Dorset per annum over a period to be decided, subject to an SLA being in place.
2. £3500.00 to Activate Performing Arts
3. £2500.00 to AsOne Theatre Company
4. £2801.62 to Trident BJJ
5. £2850.00 to St Nicholas Church
6. £2565.90 to Air 107.2 CIC
7. £2990.00 to Climate Resources and Guidance

## Draft Climate & Ecological Emergency (CEE) Plan

### Purpose of Report

Request to the Finance & Governance Committee to approve the allocation of £20,000 to the Climate & Ecological Emergency (CEE) working group to be able to progress the work of the Councils Decarbonisation Action Plan and the draft CEE Plan for Weymouth.

### Recommendations

That the Finance & Governance Committee:

1. approve the request for £20,000 to the CEE working group for the continued delivery of the Councils Decarbonisation Action Plan, and,
2. approve the new draft CEE Plan for Weymouth, subject to the new draft plan being approved by the Services Committee and adopted at full Council.

### Background Information

It is a well documented fact that Climate Change is having a devastating effect on the world and millions of people and wildlife are being threatened by the impacts experienced. In response, Weymouth Town Council declared a Climate and Ecological emergency in 2019; and a commitment to making the Council’s activities net zero carbon by 2030. Since this time the council have developed a decarbonisation strategy and action plan to reduce its own carbon footprint and is working hard to change the way it operates to a more sustainable model to achieve this target.

The councils Decarbonisation Plan <https://weymouthtowncouncil.gov.uk/wp-content/uploads/2021/06/Decarbonisation-Action-Plan-24-02-21.docx> has been live for 18 months and has delivered a number of savings so far but this work needs to be continued over the next 6 years to allow the council a chance of achieving net zero emissions by 2030.

**Specific actions will be:**

**Scope 1 – Direct Emissions** – Electrification of the council fleet & decommissioning of the biomass boiler at the nursery.

**Scope 2 – Emissions resulting form electricity use** – Installing more solar PV equipment and ensuring all lights are LED, using smart controls/switches, looking at green electricity suppliers.

**Scope 3 – Indirect Emissions** – Contracts, waste, water, and travel.

We are also working on increasing biodiversity across the councils assets and being proactive with tree planting.

The council recognises it has an important role to play in helping to reduce climate and ecological impact across the town and engage with the residents, businesses and visitors to understand this and take action too. The draft CEE Plan for Weymouth (see Appendix H) is broken down into 5 priority areas that set out the actions, mitigations, and commitment of Weymouth Town Council to act as a catalyst, in partnership with others, to work towards achieving net carbon zero in Weymouth by 2030.

Each priority area action has been categorised as CAT A, B or C or a combination of these.

CAT A = Weymouth Town Council responsibility and an action that the council can lead on and deliver independently.

CAT B = Dorset Council / other external partner lead responsibility, Weymouth Town Council to work in partnership/lobby for action.

CAT C = Work that relies on community awareness raising and communication.

The table below shows the priority actions from the draft CEE Plan for Weymouth that will be focussed on during 2023/24 (identified by the CEE working group)

|  |
| --- |
| **Priority Area 1: Reducing Energy Consumption and move towards zero carbon energy sources**   * E1 - Estimate the current renewable energy usage by housing in each town council ward, set targets for reduction in demand and monitor annually. * E2 - Target grants for “climate smart” initiatives where the outcomes encourage the community to reduce, reuse, repair and recycle products or use less power. * E3 - Support will be sought for community scale energy conservation and generation measures. * E8 - Work with schools and other education institutions to encourage suitable projects to lower energy consumption and create a communication channel to families to promote the same outcome. |
| **Priority Area 2: Transport improvements**   * T1 - Draw up a bus travel plan for the Town and links to other centres * T2 - Draw up a cycling and walking network plan for the town and encourage its use. * T3 - Draw up an integrated transport plan linking the above with the rail network. * T7 - Promote the active travel routes as part of the attraction of Weymouth as an Active Holiday destination and an ECO town. |
| **Priority Area 3: Food and Land Use**   * L3 - Ensure all building development emphasises retention of natural areas and setting aside open land for recreational access with facilities to meet the needs of all in the community. * L5 - Work with businesses and community groups to promote greater use of sustainably produced food and bio-materials. |
| **Priority Area 4: Community and Business Communication & Engagement**   * C7 - Produce a clear and concise communications plan that can regularly engage with residents, businesses and community groups about this plan. * C8 - Work with schools and colleges to help young people to engage in the actions necessary to mitigate the climate emergency. |

Another important link that will be identified throughout the plan are the cross-cutting objectives from the Weymouth Neighbourhood Plan which have a direct correlation to the actions in this plan as well as the policies in the Neighbourhood Plan.

The draft plan will be correlated to the Dorset Council Climate Plan mission statements so it is possible to dovetail the council's actions in and work in partnership to achieve the best results for the town.

Due to the vast nature of the plan the council’s CEE working group will prioritise a set of annual actions from the plan as some will be possible to start immediately but others will need to be phased in as they become possible. This will also make it easier to understand what is being worked at that particular time. This is a priority area of work for the Council, but delivery will be reliant on the resources available to the Council at any point during the life of the plan.

One of the real challenges of delivering the plan will be that a number of actions will rely on Dorset Council or other external partners to take the lead and work in partnership with the Council.

There is a real opportunity for the Council to act as a catalyst to encourage widespread community action and be seen as a proactive force locally on the CEE agenda. As more money and resources become available to tackle and adapt to climate change the Council will be well positioned to apply as it will have a plan and direct connection to the community for delivery.

The actions from the plan will be monitored with regular updates being reported through the Services Committee with an annual report back to full council. Due to the nature of this area of work and advances in technology and information it is envisaged that the plan will be dynamic with updates and additions being made as needed to ensure the best outputs and outcomes are achieved with the resources available.

The CEE working group have only requested £20,000 to be able to progress the work from the two key documents referenced above during 2023/24 because initially there is a high need for increased officer time to set up, research, identify and establish the right way forward. The Council have recently appointed a new full-time Project Officer (who will start in August 2023) and it has been requested that up to 4 days a week (split between 2 project officers) can be allocated to working across the 2 plans. It is anticipated that, if the CEE workload demand from the 2 plans is significant and proven, that a request for a dedicated CEE project officer would be brought forward to a future committee meeting to allow this priority work stream to be progressed and delivered at pace.

### Climate and Ecological Emergency

The councils Decarbonisation Plan will enable the council to reduce its own carbon emissions and attempt to work towards achieving net carbon zero by 2030.

The draft CEE Plan for Weymouth will encourage and drive wider community action across the town, this will include engaging with businesses, organisations, schools and colleges, and community groups to inspire actions of all scales.

The plan will target 5 priority areas which will all allow positive impacts to be delivered across all areas of the climate and ecological emergency agenda for the town.

* Priority Area 1: Reducing Energy Consumption and move towards zero carbon energy sources
* Priority Area 2: Transport improvements
* Priority Area 3: Food and Land Use
* Priority Area 4: Community and Business Communication & Engagement
* Priority Area 5: Community & Business Resilience

The plan will help to protect and enhance what we already have in Weymouth and the surrounding area and work on mitigation actions that can limit or reverse harmful practices that we can change in a positive way.

A strength of this work for the council is having a strong CEE working group already established that has already demonstrated excellent work in raising awareness across the council about CEE emergency and made an impact with actions taken to reduce the councils own carbon emissions using the Decarbonisation Strategy and Action Plan.

### 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. The assessment is based on the recommended decision from officers.

|  |  |  |
| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | Increase a community cohesion and get all groups of people working together locally. |
|  | Environment, Ecology and Climate Change | As detailed in the report |
|  | Crime and Disorder | There are no direct impacts from this report. |
|  | Financial | * The Council will need to commit resources (officer time and funding) annually to delivering the plan over the next 7 years. * The plan may help the town secure more funding towards some of the actions? |
|  | Resources | * Officer time – Specific Project Officer time to deliver projects from the plan – (4 days a week across 2 Project Officers) * Officer time – The plan will need input from officers across the council at different times as this agenda is cross cutting across the council’s work streams. |
|  | Economic development | * Work with local businesses to attract sponsorship and partnership working across the plan. * Increase the opportunity to apply for resources as they become available. * Weymouth can develop a reputation for CEE work and be known as an Eco Town helping to bring visitors into area. |
|  | Social Value | Engaging the community to take action locally and work together to deliver CEE actions. This will bring communities together and build stronger links and increase community resilience. |
|  | Risk Management | * There is a risk of negative publicity and blame if the Council doesn’t act to tackle the wider CEE agenda. * Being clear in the plan what the Council can take the lead on to ensure expectations can be managed. * Ensure the council only takes on what can be managed with the resources available. |
|  | Corporate priorities | * Improve the wellbeing of the people of Weymouth * Manage the Council’s assets and resources responsibly and transparently. * Manage the Council’s services effectively to meet the needs of the communities we serve. * Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible. * Promote opportunities for economic success of the area. * Strive for continuous improvement and service development. * Work with partners to deliver our core values and strategy. |

### Recommendations:

That the Finance & Governance Committee:

1. approve the request for £20,000 to the CEE working group for the continued delivery of the Councils Decarbonisation Action Plan, and,
2. approve the new draft CEE Plan for Weymouth, subject to the new draft plan being approved by the Services Committee and adopted at full Council.

## Draft Media Policy

To agree a Media Policy for Weymouth Town Council which provides guidance on engaging with the media and sets out roles and responsibilities for Councillors and officers.

The draft policy can be found in Appendix I.

### Recommendation

That the Finance & Governance Committee agrees to recommend the policy to Full Council for adoption.

### Background Information

This draft policy has been written with input from the Governance Working Group, TAG, the Senior Leadership Team, and the Communications Team, and is recommended to the Committee by those groups.

The policy will ensure there is a clear and consistent process in place for dealing with media interest in the work of Weymouth Town Council, which will help to enhance and protect the Council’s reputation whilst informing the residents and our partners of the good work we do. It will also enable reputational risks to be centrally coordinated and managed.

The policy reflects the guidance contained in the Code of Recommended Practice on Local Government Policy.

### 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. Training is covered by existing training budgets. |
|  | Resources | Existing officer time to help embed the new policy and process, and time for council spokespeople to be media trained. |
|  | Economic development | There are no direct impacts from this report. |
|  | Social Value | There are no direct impacts from this report. |
|  | Risk Management | Collaborating and coordinating our media relations activities will help manage any risk to the Council’s reputation. |
|  | Corporate priorities | **·** Improve the wellbeing of the people of Weymouth  **·** Manage the Council’s assets and resources responsibly and transparently.  **·** Manage the Council’s services effectively to meet the needs of the communities we serve.  **·** Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible.  **·** Promote opportunities for economic success of the area.  **·** Strive for continuous improvement and service development.  **·** Work with partners to deliver our core values and strategy. |

### Recommendation:

That the Finance & Governance Committee agrees to recommend the policy to Full Council for adoption.

## Annual Governance and Accountability Return 2022/23

**Purpose of the Report**

This report presents the draft Annual Governance and Accountability Return (AGAR) that relates to the 2022/23 financial year.

**Recommendation**

Members are asked to review Sections 1 and 2 of the Annual Governance and Accountability Return 2022/23 and recommend them to Full Council for approval.

**Background**

The Annual Governance and Accountability Return consists of the following:

1. Internal Audit Report
2. Section 1 - Annual Governance Statement
3. Section 2 - Accounting Statements
4. Section 3 - External Auditor’s Report and Certificate

Sections 1 to 3 will be considered by Full Council at its meeting on 21 June 2023. The External Auditors Report will be completed following the conclusion of the audit and any findings will be presented to both the Finance and Governance Committee and Full Council.

**Requirements of the AGAR**

Smaller authorities are required under the Accounts and Audit Regulations 2015 to prepare accounting statements for the year ended 31 March 2023 in the form required by proper practices, as provided in the updated Joint Panel on Accountability & Governance, Governance and Accountability for smaller Authorities in England Practitioners’ Guide (JPAG).

**Internal Audit Report**

At the time of writing the internal audit work is still ongoing. A verbal update will be given at the meeting and the final report will be presented to Full Council on 21 June 2023.

**Annual Governance Statement (AGS)**

In accordance with the Regulations, Full Council must consider the internal audit work performed and the internal audit arrangements in place between 1 April 2022 and 31 March 2023.

In addition to the assurance provided by the Internal Auditor, Councillors can be reassured that the Council has in place arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices, and that public money is safeguarded and properly accounted, due to the Council’s adherence to the Annual Governance Statement assertions, as detailed in Appendix J.

Section 1 of the AGAR which relates to the Annual Governance Statement is attached as Appendix K.

### Accounting Statements

The draft net actual income and expenditure for the year is presented in item 12 of this agenda and this is used to form the basis of Section 2 of the AGAR, which relates to the Accounting Statements for 2022/23 (Appendix L).

### 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 | Town Council officer time for undertaking work to ensure the councils controls and processes are maintained to minimise the risks to the council. The Town Clerk and Deputy Town Clerk also require time to review the Annual Government Statement (AGS) and assertions to ensure the AGS is completed accurately. |
|  | Economic development | There are no direct impacts from this report. |
|  | Social Value | There are no direct impacts from this report. |
|  | Risk Management | Compliance with the Annual Governance Statement Assertions ensures the risks to the Council are controlled. |
|  | 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:

Members are asked to review Sections 1 and 2 of the Annual Governance and Accountability Return 2022/23 and recommend them to Full Council for approval.

## Financial Outturn 2022/23

**Purpose of the Report**

The purpose of this report is to consider the draft financial outturn position for Weymouth Town Council for the 2022/23 financial year and the balance of reserves for the year ending 31 March 2023.

### Recommendation

That Councillors:

1. Note the draft outturn position for 2022/23 of an underspend of £247,603 (Appendix M).
2. Consider the existing list of reserves (Appendix N) and recommend to Full Council any changes in the allocation of reserves that have previously been agreed.
3. Consider the list of items in Appendix O and recommend to Full Council a final list of priorities that could be funded from the 2022/23 budget underspend and agree those that should have delegated authority to be used.

**Background**

Weymouth Town Council is required to present its Annual Governance Statement and the Annual Accounting Statements to Full Council, for the financial year 2022/23, in the form of the Annual Governance and Accountability Return (AGAR).

The draft net actual income and expenditure for the year is presented in Appendix M and will form the basis of Section 2 of the AGAR, which relates to the Accounting Statements for 2022/23.

**2022/23 Draft Outturn Position**

Appendix M contains the annual budget for each service area and the actual net expenditure recorded against these budgets. The variance column shows the (overspend) or underspend when comparing the budgets against the actual outturn expenditure.

For the year ending 31 March 2023, the draft underspend for the year is showing as £247,603.

This amount is subject to change if additional material invoices are received before the Full Council meeting on 21 June 2023.

**Reserves**

Appendix N shows the draft reserves balances as of 31 March 2023. The total balance of reserves is £3,059,555. Members are asked to review the reserve balances and recommend to Full Council any changes to the allocations of reserves or changes to the delegated authority to use.

**Planned Maintenance Reserve**

A report on the Asset Maintenance Programme was presented in March where it was identified that significant essential works would be undertaken over the next three years. A consolidated single planned maintenance reserve would allow greater flexibility in delivering this programme and members are asked to consider bringing the following existing reserves into one or recommend which reserves should be kept separate for specific works in that area.

|  |  |
| --- | --- |
| **Reserve** | **Balance** |
| Cemetery Reserve | 39,305 |
| Commercial Road Maintenance Reserve | 10,000 |
| Nothe Reserve | 50,000 |
| Other Property Maintenance Reserve | 36,500 |
| Parks Reserve | 47,094 |
| Public Conveniences Maintenance Reserve | 46,000 |
| **TOTAL** | **228,899** |

**Allocation of 2022/23 Underspend**

Appendix O lists the amounts that have been identified as potential priorities that could be funded from the 2022/23 underspend. This appendix currently totals £247,603.

Members are asked to review Appendix O and make recommendations of additions, deletions, and amendments so that a final list can be taken to Full Council for their consideration.

### 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 | As set out in the report |
|  | Resources | The report sets out the resources that are available to be allocated to earmarked reserves to support projects and maintain the councils assets. |
|  | Economic development | There are no direct impacts from this report. |
|  | Social Value | There are no direct impacts from this report. |
|  | Risk Management | There are risks to council assets should Members decide not to earmark some of the earmarked reserves for the maintenance, replacement and necessary enhancements of capital assets. The delivery of the councils corporate priorities may also be effected if the resources are not made available to meet these objectives. |
|  | Corporate priorities | The allocation of reserves supports the delivery of the following corporate priorities.  • Improve the wellbeing of the people of Weymouth.  • Manage the Council’s assets and resources responsibly and transparently.  • Manage the Council’s services effectively to meet the needs to the communities we serve.  • Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible  • Promote opportunities for economic success of the area.  • Strive for continuous improvement and service development.  •Work with partners to deliver our core values and strategy |

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:

That Councillors:

1. Note the draft outturn position for 2022/23 of £245,999.
2. Consider the existing list of reserves (Appendix N) and recommend to Full Council any changes in the allocation of reserves that have previously been agreed.
3. Consider the list of items in Appendix O and recommend to Full Council a final list of priorities that could be funded from the 2022/23 budget underspend and agree those that should have delegated authority to be used.

## Information Items

### Louviers Report

Cllr Kevin Brookes will give a verbal update at the meeting.

### Actions from previous meetings

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Update |
| 26/04/2023 | IM | To investigate if the CEE group has sufficient budget to fund the application from CRAG to produce and distribute leaflets. | This grant application has been considered by the CEE Group and has been referred to this committee to be reconsidered as part of this agenda. |
| 15/03/2023 | CD | The Council will provide information to the Committee regarding the profit made at Lynch Lane Nursery, as well as the formula to get to that figure. | These have been circulated to Members. |
| 01/02/23 | IM | Look into IT security training for Members and investigate costs for it. | In Progress |
| 01/06/22 | JB | Draft agreement with DC regarding Transfer of Station Gateway and Heritage Railway Interpretation Boards to come to this Committee for agreement. | In Progress |

### Finance and Governance Forward Plan

The forward plan is as below. Please note that this plan is subject to regular amendments and is only intended as a guide.

|  |  |  |
| --- | --- | --- |
| 14/06/23 | HR | Elect a Chair and Vice-Chair  Town Clerks Appraisal  Cleansing Staff Salaries |
| 21/06/23 | Full Council | Review from Development Board (info)  Internal Audit Report  Approve Governance Statement 22/23  Financial Statements 22/23  Financial outturn 22/23  Updated Standing Orders  Updated Financial Regulations  Annual review of Strategic Plan  Boot Hill monitoring  Draft Media Policy  KPIs (from F&G)  School Holiday Provisions  Ironman Host Venue Agreement  Draft CEE Plan for Weymouth |
| 05/07/23 | Services | Allocation of remaining one day free use of Dorset Council Car Parks  Draft CEE Plan for Weymouth  Elm Close Benches - PID |
| 19/07/23 | F&G | Q1 Budget monitoring  Updated Standing Orders  Updated Financial Regulations  Asset maintenance plan (every 6m)  Annual review of Strategic Plan |
| 06/09/23 | Full Council | Q1 Budget monitoring  Draft CEE Plan for Weymouth |
| 13/09/23 | HR | Town Clerks Appraisal |
| 20/09/23 | Services | Review from Development Board (info prior to FC) |
| 04/10/23 | F&G | 6 Monthly review of Corporate Risk Register |
| 18/10/23 | Full Council | Review from Development Board (info) |
| 01/11/23 | Services | Review of removal of the bench at Westbourne Road (20230524)  6 monthly review of Resort Service Plan |
| 15/11/23 | F&G | Q2 Budget monitoring  Decisions needed before purdah. Eg Redlands finance |
| 22/11/23 | HR | Salary Budget |
| 29/11/23 | Full Council | Q2 Budget monitoring  Decisions needed before purdah. Eg Redlands finance |

### Recommendation:

That Members note the information items.

## Exclusion of the press and public

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the sensitive nature of the item next to be considered relating to Sundry Debtors.

## Sundry Debtor Update

Members will receive a verbal update on the outstanding debtors as at the year ending 31 March 2023

### Recommendation

That the aged debt information be noted.