

WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL
Tel: 01202 861044 Email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 25th JUNE 2026** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

18th June 2026

	Cllr Mrs R Burke – Chair		
	Cllr J Staig– Vice Chair		
Cllr D Green	Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr T Salt	Cllr Mrs N Senior	Cllr D Shortell	Cllr C Way
	Cllr K Wilkes	Cllr Mrs P Yeo	

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public \(Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out\) Public session is limited to 10 minutes](#)
3. [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
4. [To Approve and Sign the Minutes of the Annual Town Council meeting held on Thursday 14th May 2026 \(pages 3462-3466\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
 - a) [Planning Consultative committee 21.05.26 \(pages 3467 to 3468\)](#)
 - b) [Environment committee 21.05.26 \(pages 3469 to 3471\)](#)
 - c) [Finance and GP committee 28.05.26 \(pages 3472 to 3480\)](#)
 - d) [Planning Consultative committee 18.06.26 \(pages 3481 to 3483\)](#)
 - e) [Environment committee 18.06.26 \(pages 3484 to 3485\)](#)
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Sign Licence for Play Area at Oakhurst Community First School](#)
10. [To Review Asset Register](#)
11. [To Receive Data Audit Information](#)
12. [Consider increase in payment for mileage](#)
13. [To Approve new logo for the Town Council](#)
14. [To Receive update on West Moors Westival plans](#)
15. [To Receive Information from Members](#)
16. [To Receive Correspondence](#)

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AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40. The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 14.05.2026

3462

WEST MOORS TOWN COUNCIL

MINUTES of the **ANNUAL TOWN COUNCIL MEETING** held on Thursday 14th May 2026 in
The Pavilion, Fryer Field at 7.30pm.

PRESENT:

Cllr Mrs R Burke	Cllr D Green	Cllr M Hawkes
Cllr Mrs C Holmes	Cllr J Randall	Cllr T Salt
Cllr Mrs N Senior	Cllr J Staig	Cllr C Way
Cllr K Wilkes	Cllr Mrs P Yeo	

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
1 member of the public

APOLOGIES: Cllr D Shortell
(reasons for apologies were noted)

26/7/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2026 TO MAY 2027

Cllr Mrs R Burke was proposed and seconded,
Cllr J Staig was proposed and seconded.
Members having already been informed that Standing Order 1ee would need to be suspended, held a secret ballot and it was
RESOLVED that Cllr Mrs R Burke was duly elected Chairman to the Council.

26/7/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Cllr Mrs R Burke signed the Declaration of Acceptance of Office as Chairman and the Clerk received it.

26/7/003 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

Cllr J Staig was proposed and seconded, after a vote Cllr J Staig was duly elected Vice Chairman to the Council.

26/7/004 QUESTIONS FROM MEMBERS OF THE PUBLIC

Local resident informed members of a recent incident of an interaction of a local resident suffering from dementia, who was confused and agitated and informed members that the they had taken them to the Council office, where the staff were very helpful.
The resident felt that something needed to be done to ensure people know what to do in that situation and where to take dementia residents if found wandering around.
The Clerk informed those present that she had been in touch with Community Switch who would be addressing this at their next meeting.
It was noted that the dementia action group was set up to assist carers who support people with dementia.
The resident was thanked for caring and the council office staff were thanked for the way they dealt with the matter.

26/7/005 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

26/7/006 TO APPOINT STANDING COMMITTEES

It was **RESOLVED** that the committees be appointed as follows:

Finance and GP	Environment	Planning Consultative	Complaints Sub-Committee
Cllr M Hawkes	Cllr Mrs R Burke	Cllr Mrs R Burke	Cllr D Green
Cllr Mrs C Holmes	Cllr D Green	Cllr D Green	Cllr Mrs C Holmes
Cllr J Randall	Cllr M Hawkes	Cllr M Hawkes	Cllr Mrs N Senior
Cllr Mrs N Senior	Cllr Mrs C Holmes	Cllr J Randall	Cllr J Staig
Cllr D Shortell	Cllr J Randall	Cllr T Salt	Cllr K Wilkes
Cllr J Staig	Cllr T Salt	Cllr Mrs N Senior	Cllr Mrs P Yeo
Cllr C Way	Cllr D Shortell	Cllr C Way	
Cllr K Wilkes	Cllr J Staig	Cllr K Wilkes	
Cllr Mrs P Yeo	Cllr Mrs P Yeo	Cllr Mrs P Yeo	
<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 3 (from 6)</i>

26/7/007 TO APPOINT WORKING PARTY MEMBERS AND OTHER COUNCIL GROUPS/ RESPONSIBILITIES

It was **RESOLVED** that members are appointed as follows:

Good Citizen Award Panel
Cllr Mrs R Burke
Cllr Mrs C Holmes
Cllr Cllr K Wilkes
Cllr Mrs N Senior

26/7/008 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

It was **RESOLVED** that representatives be appointed as follows:

Position	No. of reps required	
DAPTC:		
Town and Larger Parish Committee	2	Cllr C Way, Cllr K Wilkes
Eastern Area Committee	2	Cllr C Way, Cllr K Wilkes
Youth Club Liaison Representative	1	Cllr C Way
Allotment Association Representative	1	Cllr Mrs N Senior
Dementia Friends	1	Cllr Mrs P Yeo

26/7/009 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 30th April 2026

Having been circulated, the minutes on pages 3456-3360 were agreed, adopted and signed.

26/7/010 DORSET COUNCILLOR REPORT

No report was received from the Dorset Councillors.

26/7/011 TO RECEIVE TOWN CLERKS REPORT

- a. Members were asked to check their register of interests to ensure they are up to date.
- b. Members were asked to check their bio on the website to ensure they are still up to date.
- c. All accounts and AGAR were sent to BDO on the 5th May.
- d. Members training: members were asked to consider training options provided by the DAPTC with special emphasis on the Data Protection essential training (as this will be required as part of the external audit for 2026/27), which can be completed at your own pace at home.
- e. Standing Orders and Financial Regulations will be placed in the F&GP agenda for review later in the year.
- f. Request for Defibrillator near the Plantation at the end of Elmhurst Road: The Forestry Commission has now had the opportunity to investigate this but due to the complexities of trying to get an electrical supply they feel that the logistics and costs would be too restrictive for them to consider installation.
- g. The Fun Run raised £448.58 which is being split between The Vine youth Club and Castleman Community Larder.

26/7/012 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3466 of these minutes. (Cllr's Wilkes and Senior to authorise the electronic payments)

Voting: unanimous

26/7/013 CODE OF CONDUCT

Members reviewed the Code of Conduct and agreed unanimously that it was still fit for purpose and no changes were required.

26/7/014 DELEGATION ARRANGEMENTS

Members reviewed the delegation arrangements for the Council and it was

RESOLVED that the delegation arrangements as presented be approved.

Voting: unanimous

26/7/015 SERVICES PROVIDED

Members reviewed contracts and agreements for services provided which are in place, these were noted and agreed.

26/7/016 WESTIVAL UPDATE

Members received verbal Westival update, which was noted.

26/7/017 INFORMATION FROM MEMBERS

Cllr Way provided a reported on the Youth Club. It was noted that the organisation of the Carols of the Petwyn could no longer be undertaken by the youth club committee. The Clerk and Chair informed members that the Town Council did not have the capacity to organise this event, and suggested various contacts who may be able to assist.

Cllr Mrs P Yeo reported on her attendance at the Dementia Action group meeting.

26/7/018 CORRESPONDENCE

All important and informative correspondence is emailed to Councillors as it arrives.

The Chair declared the meeting closed at 20.17 hrs

The next meeting of the Town Council will be held on 25th June 2026 at 19:30hrs

SIGNED DATE
Chair

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 29.05	£4,865.07	11.05.26	Staff Salaries - Month 2
Payment list dated 14.05.2026			
Payment method	Invoice amount	Invoice date	Details
EB 15.05	£84.00	28.04.26	National Allotment Society - Annual Subscription
EB 15.05	£312.50	28.04.26	Urban Displays - Westival entertainment
EB 15.05	£750.00	01.05.26	Lee Cooper Photography - 50% deposit for photography and drone imagery for Website
EB 15.05	£778.67	01.04.26	Terrafirma - Various repairs, supply of plants for Petwyn, install of various items
EB 15.05	£1,638.11	19.05.26	Terrafirma - Grounds maintenance for April
EB 15.05	£180.00	19.05.26	Terrafirma - Parking for Fun Run
EB 15.05	£714.00	05.05.26	Aubergine - Brand package and Logo
EB 15.05	£2,030.40	30.04.26	Tozers - Solicitors charges for land transfers
EB 15.05	£118.99	12.05.26	South West Hygiene - Sanitary Services - Public toilets 12.06.26 to 11.09.26
EB 15.05	£53.72	25.05.26	South West Hygiene - Sanitary Services - Pavilion 25.06.26 to 24.09.26
EB 21.05	£222.21	05.05.26	Dorset Council - Waste collections - 27.04.26 to 31.05.26
EB 21.05	£1,144.92	06.05.26	Edge IT Systems - Finance and Cemetery software annual fees
EB 15.05	£1,050.00	07.05.26	Audio All Stars - Westival Entertainment
EB 15.05	£2,000.14	11.05.26	HMRC - Tax and NI - Month 2
EB 15.05	£1,783.88	11.05.26	Dorset Council - Pension Contributions - Month 2
EB 15.05	£137.69	12.05.26	Aquacare - water hygiene testing
EB 15.05	£224.29	14.05.26	The Vine Youth Club - Donation from Fun Run proceeds
EB 15.05	£224.29	14.05.26	Castleman Community Larder - Donation from Fun Run proceeds
TOTAL	£13,447.81		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 15.05	£138.00	01.05.26	Starboard Systems - Monthly Civic.ly subscription
DD 19.05	£11.98	05.05.26	British Gas - Electricity charges - floodlights - 15.04.26 to 05.05.26
DD 20.05	£86.39	05.05.26	British Gas - Electricity charges - Pavilion - 05.04.26 to 04.05.26
DD 09.05	£12.00	09.05.26	Sage - Payroll software
DD 18.05	£11.30	09.05.26	Lloyds Bank - Service Charges
DD 27.05	£35.30	12.05.26	British Gas - Electricity charges - Public Toilets - 11.04.26 to 10.05.26
DC 28.04	£28.74	28.04.26	J&A International - Fun Run Stickers
DC 29.04	£155.00	29.06.26	AudioVolt - Wireless microphone adapter
Total	£478.71		

**AGENDA ITEM 5a – APPROVE PLANNING CONSULTATIVE COMMITTEE MINUTES
21.05.26**

3467

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 21st May 2026 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT: Cllr D Green Cllr M Hawkes Cllr Mrs N Senior
Cllr C Way Cllr Mrs P Yeo

OTHERS PRESENT: Nadine Hancock, Assistant to Town Clerk
Judi Weedon, Town Clerk

APOLOGIES: Cllr Mrs R Burke Cllr J Randall Cllr T Salt
Cllr K Wilkes
(Reasons for apologies were noted)

26/7/019 TO ELECT A COMMITTEE CHAIR FROM MAY 2026 TO MAY 2027

Cllr Mrs N Senior was proposed and seconded,
It was

Members having already been informed that Standing Order 1ee would need to be suspended, after a vote Cllr Mrs N Senior was duly elected Chair to the Committee.

26/7/020 TO ELECT A COMMITTEE VICE-CHAIR FROM MAY 2026 TO MAY 2027

Cllr D Green was proposed and seconded, and duly elected Committee Vice-Chair.

26/7/021 DECLARATIONS OF INTEREST

None

26/7/022 PUBLIC DISCUSSION PERIOD

None

26/7/023 TO CONSIDER PLANNING APPLICATIONS

Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:

Voting was unanimous unless stated otherwise.

P/FUL/2026/01882 - Land At Elmhurst Way West Moors

Demolish existing garages and erect 4no detached bungalows with associated access, parking and landscaping

No Objection

P/HOU/2026/01966 - 81 Glenwood Road West Moors BH22 0EW

Erect single storey rear extension and single storey garden store

No Objection

P/CLP/2026/02419 - 5 The Coppice, West Moors, BH22 0GA

Erection of a single-storey detached outbuilding within the rear garden of the dwellinghouse.

Certificate of Lawful Proposed Use has been received. You are being notified for information purposes only.

Certificate of Lawful Proposed Use was noted.

P/PAED/2026/02502 - Nuts Landing Newmans Lane West Moors BH22 0LW

Erection of additional storey

For information only - for DC to determine whether prior approval is required

Application was noted.

P/CLP/2026/02507 - Nuts Landing Newmans Lane West Moors BH22 0LW

Permitted development ground floor extension/s to a residential dwelling

Certificate of Lawful Proposed Use has been received. You are being notified for information purposes only.
Certificate of Lawful Proposed Use was noted.

P/HOU/2026/02549 - 91 Pinehurst Road, West Moors, BH22 0AJ

Erect single storey rear extension to form family room
No Objection

26/7/024 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2026/01388 – 7 Belle Vue Grove West Moors BH22 0EF

Proposed internal alterations with extensions to the rear and side, replacement of roof raising ridge height to accommodate new first floor living accommodation, replace single garage, new drive, turning/car parking spaces to the front aspect of private dwelling.

WMTC Comments

No objection

Dorset Council Decision

Granted

P/HOU/2026/01807 - 14 Priory Road West Moors BH22 0AY

Demolition of conservatory and erect new flat roof single storey rear extension

WMTC Comments

No objection

Dorset Council Decision

Granted

26/7/025 NOTIFICATION OF PLANNING APPEALS

None

26/7/026 NOTIFICATION OF TREE MATTERS

Tree Preservation Orders:

None

26/7/027 Tree Work

19 Avon Road, West Moors	REQUEST TO: Norway Spruce - 1 low branch overhanging BT line - cut back to give clearance of 2m from line.
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26/7/028 CORRESPONDENCE

None

The Chairman declared the meeting closed at 19. hrs

The next meeting of the Planning Consultative committee is scheduled for the 18th June 2026.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

AGENDA ITEM 5b – APPROVE ENVIRONMENT COMMITTEE MINUTES 21.05.26

3469

WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 21st MAY 2026 in the Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr D Green Cllr M Hawkes Cllr Mrs C Holmes
Cllr J Staig Cllr Mrs P Yeo

OTHERS PRESENT: Judi Weedon, Town Clerk
Nadine Hancock, Assistant to the Town Clerk

APOLOGIES: Cllr Mrs R Burke Cllr J Randall Cllr T Salt
Cllr D Shortell
(Reasons for apologies were noted)

26/7/029 TO ELECT A COMMITTEE CHAIR FROM MAY 2026 TO MAY 2027

Cllr Mrs C Holmes was proposed and seconded,
Members having already been informed that Standing Order 1ee would need to be suspended, after a vote Cllr Mrs C Holmes was duly elected Chair to the Committee.

26/7/030 TO ELECT A COMMITTEE VICE-CHAIR FROM MAY 2026 TO MAY 2027

Cllr M Hawkes was proposed and seconded, and duly elected Committee Vice-Chair.

26/7/031 DECLARATIONS OF INTEREST/DISPENSATIONS

None

26/7/032 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

26/7/033 TO RECEIVE THE CLERK'S REPORT

- a) Benches at Skatepark – A quote for refurbishment of two benches has been requested. This matter has not progressed since last reported.
- b) Skatepark repairs – Canvas have confirmed they will visit to carry out repairs.
- c) Skatepark Floodlights – The code for these lights has been given to some older skaters and we will be charging them £10 per hour for their usage.
- d) West Moors Youth FC have been asked to tidy up container located by MUGA as they are encroaching on the Council portion of the container.
- e) West Moors FC have asked for a meeting in the summer to discuss improvements to the football pitches
- f) West Moors FC are hiring Fryer Field for a Fun Day on the 13th June and on the 18th July for a Charity Football match
- g) Grange Football Tournament is on the 6-7th June.
- h) There will be a Pet Blessing at Fryer field on the 27th June at 3pm, organised by St Marys Church

26/7/034 FEES:

a) Allotment Fees

Members reviewed the current allotment fees and after discussion it was **RESOLVED that no changes to the allotment fees be applied for 2027.**
Voting: unanimous

b) Sports Fees

Members reviewed the current sports fees and after discussion it was **RESOLVED that the sports fees be increased by 5% from September 2026 rounded to the nearest whole number.**
Voting: unanimous

c) Cemetery Fees

Members reviewed the current cemetery fees and after discussion it was **RESOLVED that the cemetery fees for residents remain unchanged but fees for non-residents are increased by 5% rounded to nearest whole figure**
Voting: unanimous

Fee increase to take effect from 1st June 2026

26/7/035 STRATEGIC PLAN REVIEW

Members reviewed items in the Councils Strategic Plan related to the committee, it was suggested that the plan have an addendum added stating what had been completed and items in progress.

After discussion members

RECOMMENDED setting up a working party to look at priority:

EC4 - Work with partners to expand the range of facilities on Fryer Field for introduction of equipment and activities suitable for disabled people of all ages.

and

EC5 - Produce maps and signposts to improve access to and use of recreation, leisure, open and green spaces.

With members being drawn from all Councillors and the working party reporting back to the environment committee.

The working party will have no decision making powers.

Voting: unanimous

26/7/036 CEMETERY MATTERS

During the recent improvements to the cemetery area where the yew hedging has been planted, it was suggested that a gate be installed in the rear fence so that spoil from graves and general green waste could be placed in the wooded area (owned by the Council).

A quote to put a gate in and clear some land in the woodland has come in at a cost of between £470 and £510. Members felt that this was not a necessary expense and at this time did not wish to have a gate installed.

26/7/037 UPDATE: PUBLIC TOILETS

Members received a brief report on the public toilets.

26/7/038 UPDATE: ALLOTMENTS

Plot no 32 has been divided in half after the tenant handed the plot back. These two plots have now been let.

Allotment Inspections were carried out on the 13th May:
Letters have gone to 8 plot holders asking them to make improvements to their plots.

An eviction letter has been sent to one tenant due to non-payment of fees as per clause 9.1.5 of the allotment tenancy agreement. They have been given until the end of May to clear their personal belongs off the plot.

26/7/039 CORRESPONDENCE

Allotment & Leisure Gardener – Issue 2 2026
ICCM Journal – Spring 2026

The Chairman declared the meeting closed at 20:11hrs

The next meeting of the Environment Committee is scheduled for 18th June 2026 at 19:30hrs

SIGNED DATE
Chair of Environment Committee

3472

WEST MOORS TOWN COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 28th MAY 2026** in the Pavilion, Fryer Field at 7.30pm.

PRESENT: Cllr M Hawkes Cllr J Randall Cllr Mrs N Senior
Cllr D Shortell Cllr J Staig Cllr C Way
Cllr Mrs P Yeo

OTHERS PRESENT: Judi Weedon, Town Clerk
2 members of the public

APOLOGIES: Cllr Mrs C Holmes Cllr K Wilkes
(reasons for absence were noted)

26/7/040 TO ELECT A COMMITTEE CHAIR FROM MAY 2026 TO MAY 2027

Cllr C Way was proposed and seconded,
Cllr J Staig was proposed and seconded
After a secret ballot Cllr Staig was duly elected Committee Chair

26/7/041 TO ELECT A COMMITTEE VICE-CHAIR FROM MAY 2026 TO MAY 2027

Cllr C Way was proposed and seconded, and duly elected Committee Vice-Chair.

26/7/042 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

26/7/043 DECLARATIONS OF INTEREST/DISPENSATIONS

None

26/7/044 TO RECEIVE THE CLERK'S REPORT

1. All year end documents for 2025/26 were submitted to the external auditor on the 5th May.
2. The Government has raised the tax free mileage allowance payable for use of a private vehicle for work business from 45p per mile to 55p per mile, backdated to April 2026. This matter will appear as an agenda item for council approval to increase the rates payable.

26/7/045 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 30th April 2026, as attached on page 3476 of the minutes.
- b) Internal Controls: Members received income reports for March and April. Bank statements and petty cash up to 30th April have been inspected and checked by the Cllr C Way.
- c) Members scrutinised and noted the Budget Comparison Report for year end 31.03.2026 as shown on pages 3477-3481, with reserves at year end.
It was
RESOLVED that £15,000 budget surplus be allocated to the Christmas Lights earmarked fund.
Voting: unanimous
- d) CCLA Information was noted.

26/7/046 EARMARKED RESERVES

Members reviewed the earmarked reserves held by the Council. No changes were proposed.

26/7/047 COMMUNITY INFRASTRUCTURE LEVY REPORT FOR 2025/26

Members noted the Community Infrastructure Levy report for 2025/26 and that this document is on the council website.

26/7/048 INTERNAL AUDIT REPORT

Members reviewed the report from the internal auditor and noted that it was a good report.

26/7/049 BANK MANDATE

Members reviewed the bank mandate, it was
RESOLVED to add Cllr Staig to the bank mandate.
Voting: unanimous

26/7/050 DIRECT DEBITS

Members reviewed the payments made by Direct Debits for the council Members were content to continue using DD for the suppliers as presented.

26/7/051 ACCOUNTS FOR PAYMENT

It was
RESOLVED that the accounts for payment be approved as attached on page 3481 of the minutes. Cllr's Senior and Yeo to authorise the electronic payments.
Voting: Unanimous

26/7/052 POLICIES AND PROCEDURES**a) Terms of Reference**

Members reviewed the Terms of Reference it was agreed that no changes were required.

26/7/053 GRANT APPLICATIONS:**a) Natalie Schumacher**

Natalie spoke to members about her proposed trip to Kenya to volunteer in school teaching and coaching children who would usually work on landfill sites. She explained that the trip was organised through her school and run by a reputable charity. Natalie asked the council for a small amount of financial assistance towards the trip, showing that the council support younger people, charitable work and diversity. She stated that it would help increase her social skills and independence.

It was noted that the grants policy states that grants should have a benefit to West Moors, however Natalie agreed to keep the council updated and to come and give a presentation on her return for Kenya.

After discussion it was

RESOLVED that a grant of £700 to awarded to Natalie Schumacher to assist with travel to Kenya to carry out charitable work in a school.

Voting: Unanimous

b) Dial A Ride

Members considered a grant application for Dial a Ride Wimborne and agreed that it is a very worthwhile service but is not publicised enough in West Moors. Members

RESOLVED that a grant of £750 be awarded on the condition that the service is advertised more widely in West Moors.

Voting: Unanimous

26/7/054 CORRESPONDENCE

None

26/7/055 STAFF MATTERS

Members received:

- a) Sickness Report: The contents were noted
- b) Overtime Report: The contents were noted
- c) Annual Leave Report: The contents were noted

The Chairman declared the meeting closed at 20:10hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 9th July 2026 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 30.04.2026

Amount in bank as at 31/03/26	£261,186.25
Income during April	£141,156.91
Expenditure during April	£5,851.65
Amount in bank as at	£396,491.51

Bank Reconciliation as at 30/04/2026

Current	£21,243.98
Deposit	£349,732.62
CCLA PSDA	£25,000.00
Petty cash	£32.25

	£396,008.85
Less outstanding payments	£0.00
Plus unrepresented receipts	£482.66

Total amount held in accounts	£396,491.51

Long Term Investment:

CCLA Property Fund	£122,212.97
(Nominal value at 31.03.2026)	

Outstanding Loan Amount

Public Works Loan	(£31,648.16)
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Financial Budget ComparisonComparison between 01/04/2025 and 31/03/26
(4th quarter)

		25/26 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£221,148.00	£221,148.00	£0.00
1010	Interest - Deposit Acc	£2,000.00	£2,026.45	£26.45
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£1,108.77	£108.77
1025	Dividend - CCLA Property Fund	£4,500.00	£5,534.30	£1,034.30
1030	General	£0.00	£187.15	£187.15
1035	CIL Receipts	£0.00	£0.00	£0.00
1040	Sales - Dog Waste bags	£340.00	£257.50	-£82.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£2,345.00	-£155.00
1050	Insurance Claims		£0.00	£0.00
1070	Grants		£0.00	£0.00
1080	Youth Club (rent and water)	£200.00	£0.00	-£200.00
1090	Park Way ground rent and insurance charge	£200.00	£339.86	£139.86
Total Finance And General Purposes		£231,888.00	£232,947.03	£1,059.03
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£4,526.00	£526.00
/3	MUGA	£10,000.00	£17,606.50	£7,606.50
/4	Other	£2,000.00	£3,597.27	£1,597.27
/5	Community Event Income	£3,000.00	£4,770.50	£1,770.50
	Total	£19,000.00	£30,500.27	£11,500.27
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£4,292.00	-£708.00
/2	Interment	£12,000.00	£12,610.00	£610.00
/3	Purchase Plot	£6,000.00	£5,204.00	-£796.00
	Total	£23,000.00	£22,106.00	-£894.00
1115	Allotment Rent	£1,900.00	£2,002.65	£102.65
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£0.00	£0.00
Total Environment		£43,900.00	£54,608.92	£10,708.92
Total Income		£275,788.00	£287,555.95	£11,767.95
EXPENDITURE				
Finance And General Purposes Committee				
2000	Salaries	£79,242.00	£78,737.86	£504.14
2010	Employers Pension Contributions	£17,300.00	£17,003.32	£296.68
2020	Employers NIC	£10,080.00	£10,091.92	-£11.92
2030	Expenses			

/1	Office staff	£400.00	£509.81	-£109.81
/3	Councillors Travel	£200.00	£0.00	£200.00
/4	Chairman's Allowance	£75.00	£16.50	£58.50
	Total	£675.00	£526.31	£148.69
2040	Training			
/1	Clerk/Staff	£600.00	£488.50	£111.50
/2	Councillors	£1,000.00	£80.00	£920.00
	Total	£1,600.00	£568.50	£1,031.50
2045	Health & Safety	£100.00	£0.00	£100.00
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£2,000.00	£922.00	£1,078.00
/3	Phone Charges	£700.00	£503.26	£196.74
/4	Broadband Charges	£400.00	£424.89	-£24.89
/5	Stationery	£350.00	£870.87	-£520.87
/6	Photocopier	£1,800.00	£1,549.35	£250.65
/7	Maintenance inc refuse collection	£500.00	£870.26	-£370.26
/9	Water Charges	£200.00	£210.64	-£10.64
	Total	£5,950.00	£5,351.27	£598.73
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£3,500.00	£1,682.29	£1,817.71
/2	IT Capital Expenditure	£2,500.00	£1,960.00	£540.00
/3	Website Costs	£350.00	£372.50	-£22.50
	Total	£6,350.00	£4,014.79	£2,335.21
2070	Insurance	£6,000.00	£5,798.28	£201.72
2080	Petty Cash			
/1	Postage	£100.00	£54.92	£45.08
/2	Other	£100.00	£2.50	£97.50
	Total	£200.00	£57.42	£142.58
2090	Professional Fees			
/1	Audit Fees	£1,500.00	£1,567.50	-£67.50
/2	Legal Fees	£500.00	£0.00	£500.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,000.00	£1,567.50	£432.50
	Subscriptions			
/1	DAPTC	£1,731.00	£1,730.57	£0.43
/2	SLCC	£370.00	£360.00	£10.00
/3	Others	£850.00	£1,449.56	-£599.56
	Total	£2,951.00	£3,540.13	-£589.13
2110	Purchase of dog waste bags	£250.00	£186.60	£63.40
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,617.96	£382.04
2120	Grants			
/1/2	General Grants	£7,500.00	£6,300.00	£1,200.00
/3	CAB (section 142)	£1,000.00	£2,200.00	-£1,200.00
	Total	£8,500.00	£8,500.00	£0.00
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£250.00	£750.76	-£500.76
2150	Advertising and Publicity	£600.00	£207.76	£392.24
2180	Remembrance Day costs	£800.00	£622.50	£177.50
2190	Youth Club Funding	£20,000.00	£20,000.00	£0.00

2195	Service Devolution	£0.00	£0.00	£0.00
2197	CIL Expenditure	£0.00	£3,241.00	-£3,241.00 ⁵
2198	Community Celebrations	£400.00	£396.21	£3.79
2199	Zettle card transaction fees	£0.00	£47.66	-£47.66
Total Finance And General Purposes		£172,188.00	£169,765.97	£2,422.03

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£4,500.00	£4,073.51	£426.49
/4	Contractor fees	£10,000.00	£9,135.60	£864.40
	Total	£14,500.00	£13,209.11	£1,290.89
3020	Pavilion Running costs			
/1	Electricity	£1,500.00	£1,382.15	£117.85
/2	Water/sewage charges	£800.00	£941.49	-£141.49
/3	Maintenance	£5,400.00	£3,654.46	£1,745.54
/4	Legionella Testing	£1,500.00	£1,108.10	£391.90
/5	Phone/Broadband	£550.00	£403.43	£146.57
	Total	£9,750.00	£7,489.63	£2,260.37
3030	Multi Use Games Area			
/2	General Maintenance	£4,000.00	£677.00	£3,323.00
/3	Electricity	£500.00	£596.45	-£96.45
/5	Fund for additional MUGA	£10,000.00	£0.00	
	Total	£14,500.00	£1,273.45	£3,226.55
3040	Fencing	£2,000.00	£960.00	£1,040.00
3050	Fryer Field Play Area			
/1	Maintenance	£250.00	£4,777.19	-£4,527.19 ⁶
/2	Safety Inspections	£450.00	£544.95	-£94.95
	Total	£700.00	£5,322.14	-£4,622.14
3060	Oakhurst Play Area			
/1	Maintenance	£250.00	£425.00	-£175.00
/2	Safety Inspections	£350.00	£544.95	-£194.95
	Total	£600.00	£969.95	-£369.95
3070	Skatepark Maintenance	£200.00	£94.95	£105.05
3080	Play Equipment	£4,000.00	£0.00	£4,000.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65
/2	Water Charges	£50.00	£81.19	-£31.19
/3	Buy back of plots	£0.00	£180.00	-£180.00
	Total	£1,150.00	£1,084.54	£65.46
3110	Cemetery Maintenance			
/1	General	£1,500.00	£2,422.77	-£922.77 ⁷
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£161.67	£188.33
/7	Refuse Collection	£850.00	£921.96	-£71.96
/8	Contractor fees	£7,100.00	£6,918.17	£181.83
	Total	£10,100.00	£10,424.57	-£324.57
3120	Memorial Inspections	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£250.00	£82.23	£167.77
3150	Allotments	£750.00	£1,664.50	-£914.50 ⁸
3160	Tree Maintenance	£3,000.00	£480.00	£2,520.00

3170	Climate Emergency	£500.00	£0.00	£500.00
4000	Public Seats			
/1	Maintenance	£300.00	£0.00	£300.00
/2	Purchase	£0.00	£0.00	£0.00
	Total	£300.00	£0.00	£300.00
4010	Bus Shelters	£500.00	£60.00	£440.00
4020	Street Furniture	£600.00	£77.91	£522.09
4025	Speed Watch & SID	£500.00	£508.89	-£8.89
4030	General	£200.00	£0.00	£200.00
4040	Christmas	£7,500.00	£12,721.49	-£5,221.49 ⁹
4070	Lengthsman	£1,800.00	£1,401.40	£398.60
4075	Public Toilets			
/1	Cleaning	£15,000.00	£13,022.06	£1,977.94
/2	Maintenance	£5,000.00	£2,141.12	£2,858.88
/3	Water/sewage charges	£3,000.00	£507.58	£2,492.42
/4	Electricity costs	£1,000.00	£583.00	£417.00
	Total	£24,000.00	£16,253.76	£7,746.24
4076	Car Park costs	£150.00	£2,853.00	-£2,703.00 ¹⁰
4090	Dog Bins	£650.00	£628.16	£21.84
4095	CCTV			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£200.00	£166.00	£34.00
	Total	£200.00	£166.00	£34.00
4097	Community Event Costs	£5,000.00	£7,570.73	-£2,570.73 ¹¹
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Litter picking events	£200.00	£0.00	£200.00
	Total Environment expenditure	£103,600.00	£85,296.41	£8,303.59
	Monies for various earmarked funds			
	Total Expenditure	£275,788.00	£255,062.38	£10,725.62

- 1 New office safe
- 2 Breakthrough Communications subscription
- 3 CAB grant, agreed overspend by committee minute no 25/220
- 4 New PA Speaker as approved minute no 25/233 and Banking service charges
- 5 CIL expenditure new benches on Petwyn to come from earmarked fund
- 6 Repairs to play surface
- 7 New cemetery noticeboards as approved minute no 25/095
- 8 Water charges, Pest control, grass cutting, rehangng of gate
- 9 Additional Christmas lights and tree at Pinehurst (budget excess to come form earmarked reserve)
- 10 Car park re-lining costs as approved minute no 24/258 and pot hole repairs
- 11 Overspend covered by income heading 1100/5

This report shows £11,767.95 income above projected budget at the end of the financial year.

This reports shows an underspend on expenditure of £10,725.62 at the end of the financial year

This equates to a surplus on the budget of £22,493.57

plus CIL expenditure of £3,241 and Christmas earmarked expenditure of £4,795.78

Making a total surplus of £30,530.35

Recommended that the majority of this surplus be transferred to the Christmas Earmarked fund to top it back up and to ensure when the contract is due for renewal there are funds available

General Reserves at 31.03.2026

Total Cash Assets (current, deposit and CCLA)	£261,186.25
Value of CCLA Property fund	£122,212.97
Less outstanding loan	-£28,718.65
Less earmarked funds	-£177,803.38
General Reserves	£176,877.19

General Reserves must be between 3 and 12 months total expenditure (these stand at 6.9 months expenditure)

Payment list dated 28.05.2026			
Payment method	Invoice amount	Invoice date	Details
EB 29.05	£49.36	05.05.26	Source for Business - Water Charges - Public toilets - 06.04.26 to 03.05.26
EB 29.05	£1,500.60	17.05.26	Verwood Cleaning Services - Public toilet and pavilion cleaning April/May
EB 29.05	£325.00	01.04.26	Krazy Kev - Westival Entertainment
TOTAL	£1,874.96		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 25.05	£119.75	01.05.26	1st Connect - Telephone and broadband charges
DD 22.05	£19.89	22.05.26	Mailchimp - Monthly subscription
DD 04.06	£332.56	20.05.26	British Gas - Electricity Charges - Council Office
DC 15.05	£81.18	15.05.26	Vista Print - Posters and banners for Westival
DC 15.05	£14.99	15.05.26	Temu - Decorations for Volunteer Afternoon Tea
DC 15.05	£19.59	15.05.26	Temu - Decorations for Volunteer Afternoon Tea
Total	£587.96		

**AGENDA ITEM 5d – APPROVE PLANNING CONSULTATIVE COMMITTEE MINUTES
18.06.2026**

3481

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 18th June 2026 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT: Cllr Mrs R Burke Cllr D Green Cllr M Hawkes
Cllr T Salt Cllr Mrs N Senior Cllr C Way
Cllr Mrs P Yeo

OTHERS PRESENT: Nadine Hancock, Assistant to Town Clerk
Judi Weedon, Town Clerk

APOLOGIES: Cllr J Randall Cllr K Wilkes
(Reasons for apologies were noted)

26/7/056 DECLARATIONS OF INTEREST
None

26/7/057 PUBLIC DISCUSSION PERIOD
None

26/7/058 TO CONSIDER PLANNING APPLICATIONS
Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:
Voting was unanimous unless stated otherwise.

P/HOU/2026/02904 - 75 Glenwood Road, West Moors, BH22 0EW

Erect single storey side extension
No Objection

P/HOU/2026/03031 - 42 Heatherdown Road, West Moors, BH22 0BY

Proposed Single Storey Rear and Side Extensions and Front Porch
No Objection

P/NMA/2026/03099 - Pinehurst Road Chapel, Pinehurst Road, West Moors, BH22 0AR

Non Material Amendment to reduce width of sliding door from foyer and additional doors from main worship space, to planning permission 3/21/1307/FUL (Single storey front extension to existing church building to provide improved entrance and reception area.)
For information only

P/NMA/2026/03170 - 197 Uplands Road, West Moors, BH22 0EZ

Non material Amendment to change the brick porch to an open front wooden porch with two small brick side walls to planning permission P/HOU/2025/00971; Demolish garden room and porch and erect new garden room and porch
For information only

26/7/059 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/CLP/2026/02419 – 5 The Coppice, West Moors, BH22 0GA

Erection of a single-storey detached outbuilding within the rear garden of the dwellinghouse.

WMTC Comments

Information only – Certificate of Lawful Proposed Use

Dorset Council Decision

Granted

P/HOU/2026/01611 - 65 Glenwood Way West Moors BH22 0ET

Proposed single storey side and front extension

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU/2026/01773 - 613 Ringwood Road West Moors BH22 0AD

Erect single storey pitched roof rear extension to existing dwelling

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/FUL/2026/00847 – St Marys Ce Va First School Station Road West Moors BH22 0JF

Erect a single storey extension to existing Nursery

WMTC Comments

No Objection

Dorset Council Decision

Granted

26/7/060 NOTIFICATION OF PLANNING APPEALS

None

26/7/061 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

26/7/062 Tree Work

<u>4 Riverside Road, West Moors, BH22 0LQ</u>	REQUEST TO: English Oak - Fell. Re-plant with 1x Quercus robur fastigiata 6-8 standard. For information only, the trees identified as G2 in this application are not protected: G2 Western Red Cedar x3 - Fell.
<u>27 Moorside Road, West Moors, BH22 0EH</u>	REQUEST TO: Pine (Dead) – Fell.
<u>5 Riverside Road, West Moors, BH22 0LG</u>	REQUEST TO: Oak - Remove 1 rubbing branch back to fork.
<u>Knightstone Grove, Moorlands Road, West Moors, BH22 0JN and West Moors Library, Station Road, West Moors, BH22 0JD</u>	REQUEST TO: Oak (T35987) (located on West Moors Library site) (common law pruning only) - Prune back from building to gain a 3m clearance between the branches and the building. Norway Maple (T13624) - Prune back from building to gain a 3m clearance between the branches and the building. Oak (T13563) - Prune back from building to gain a 3m clearance between the branches and the building. For information only, tree not protected: T3 Maple (T35985) - Fell and stump grind.

26/7/063 CORRESPONDENCE
None

The Chairman declared the meeting closed at 19.08hrs

The next meeting of the Planning Consultative committee is scheduled for the 9th July 2026.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

3484

WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 18th JUNE 2026 in the Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr Mrs C Holmes – Chair
Cllr Mrs R Burke Cllr D Green Cllr M Hawkes
Cllr T Salt Cllr J Staig Cllr Mrs P Yeo

OTHERS PRESENT: Judi Weedon, Town Clerk
Nadine Hancock, Assistant to the Town Clerk

APOLOGIES: Cllr J Randall Cllr D Shortell
(Reasons for apologies were noted)

26/7/064 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

26/7/025 DECLARATIONS OF INTEREST/DISPENSATIONS

None

26/7/066 TO RECEIVE THE CLERK'S REPORT

- a) Benches at Skatepark – New plastic slats have now been delivered to replace the wooden ones. Terrafirma will be carrying out the repairs.
- b) Skatepark repairs – Canvas were contacted in February and asked to carry out repairs, they have informed us they will get here soon, but no specific date has been given.
- c) Grange Football Tournament on the 6-7th June was very busy. The Pavilion carpet was left in a mess and Grange arranged for this to be cleaned. There was an issue with the Memorial Hall car park, but this has been resolved.
- d) The Spinney. A local resident has complained about dogs in this area barking and people throwing balls for dogs. They also complained about the noise from people sitting on the bench talking and the smell of cannabis. The dog warden was contacted but as there is no Public Space Protection Order in this area, there is nothing that can be done to restrict dogs using the area.
- e) Fryer Field – Spraying of the field to weed kill is due to take place soon. Signs will be put up in advance informing people that it is taking place. All products used are non-toxic.
- f) Trees on Petwyn: These are due to be maintained by RHV, who will remove all dead wood and cut back away from the highway, cost approx. £3000.
- g) Members asked when DC would be carrying out weedkilling in West Moors as lots of the gutters etc are looking very messy. Clerk to find out

26/7/067 TRAFFIC SURVEYS

Members discussed asking Dorset Council to carry out traffic surveys on Station Road and Pinehurst Road so evidence could be procured to assist with traffic related issues and the possible introduction of an additional Speed Indicator

Device. Members received data from the Speed watch sessions held in Pinehurst Road and Station Road.

After discussion it was

RECOMMENDED that WMTC ask Dorset Council to carry out two traffic surveys at a cost of £310 each. One to be located in Pinehurst Road between Oakhurst and Elmhurst roads, and one to be located on Station Road between the Pinehurst Road roundabout and Glenwood Road.

Voting: unanimous

Members requested that once the surveys are in place that it is publicised so residents are aware that the Town Council is being proactive about traffic issues.

26/7/068 CEMETERY MATTERS

A bench was found to be in dangerous condition; the owners cannot be traced so a letter has been left on the bench informing that it will be removed at the end of June.

26/7/069 UPDATE: PUBLIC TOILETS

No issues to report

26/7/070 UPDATE: ALLOTMENTS

Follow up inspections took place on the 12th June, and all tenants contacted for a second time about the condition of their plot have responded in a positive manner. The tenant in plot 29, has relinquished it after being spoken to about the condition. The town council has strimmed this and it has been offered to the next person on the waiting list.

The town council is in constant liaison with the Allotment Holders Association so they are aware of any issues.

26/7/071 CORRESPONDENCE

- a) Letter from Pinehurst Community Church regarding traffic on Pinehurst Road
- b) ICCM Journal- Summer 2026

The Chairman declared the meeting closed at 19:50hrs

The next meeting of the Environment Committee is scheduled for 16th July 2026 at 19:30hrs

SIGNED DATE
Chair of Environment Committee

AGENDA ITEM 6 – Dorset Councillor Report

Dorset Councillors D Shortell and A Skeats will give a report relevant to West Moors during the meeting.

Any written report received will be sent out prior to the meeting.

AGENDA ITEM 7 – Clerk's Report

The Clerk's report is an update of on-going issues as well as informing members of any other matters that do not require a decision.

1. Asset Transfers: email on the 8th June from DC stated, 'The Spinney & Weavers are sitting with our legal team, but once lawyers agree documents, I just have to get a signing and sealing form completed to complete the transfer.'
2. New Website: Work is progressing on the layout and design of the website, professional photography is due to be received by mid-June.
3. Verwood cleaning services have been contacted about providing a cleaner for the council office once a month, since the cleaner left a few years ago the office has not had a good clean. The staff run the vacuum over regularly, but this is not enough and the office is now looking a bit tatty.
4. Dorset Council, Community Conversations. This initiative is a DC programme supporting their ambition to work more closely and effectively with communities across Dorset. In an initial meeting held in May, attended by Cllr Burke and myself, West Moors was clustered with Ferndown and West Parley. I have now had a follow up briefing and DC wish for our cluster to be one of the first to meet.

The first meeting will be held In West Parley Community Hub on the 19th August from 1pm. It is envisaged that the clerk and a councillor attend this session, along with representatives from West Parley and Ferndown Councils as well as ward members and reps from other local voluntary organisations. More information will be disseminated when it is available. The second session will be in September.

AGENDA ITEM 8 – Accounts for Payment

A list of payments has been sent separately with the agenda.

AGENDA ITEM 9 – Oakhurst Licence

There has been an ongoing issue for a number of years.

The original lease from Dorset Council is dated 01.04.1998, for the land at Oakhurst School, which the TC have a play area located on.

When the School was turned to an Academy in 2015, a license was issued to include the Heath Academy Trust, Dorset Council and WMTC, this is dated 01.012.2015

The original Lease between DC and WMTC expired in 31.03.2022, along with license and they had concurrent dates.

The lease and license expiry was highlighted to both organisations at the time and has been ongoing since this time.

On 31st August 2023 a new license was agreed and signed by WMTC and returned to StoneKing LLP, solicitors for the Heath Academy Trust (HAT), since that time Dorset Council legal team have been chased on numerous occasions to complete the document.

In December 2025, StoneKing stated that the document was not completed and that DC legal wanted to revise parts of it.

Attached is a copy of the original previously signed lease for 2023 and the lease which DC and HAT now wish to be signed.

DC have confirmed that this document has been signed and sealed by them.

It is unsure what will happen if WMTC refuse to sign this licence.

Please also note that the lease between DC and WMTC has not been renewed, I have asked the legal person at DC who dealt with the license to now investigate the renewal of the lease.

AGENDA ITEM 10 – Asset register

Members are asked to review the Councils asset register to ensure it is up to date.

The asset register will be sent out as an attachment to the agenda.

AGENDA ITEM 11 – Data Audit Information

To comply with the 2026/27 AGAR each council will have to have carried out a data audit.
A data Audit was first completed in 2018 when the GDPR regulations came into force.

An updated Data Audit is attached for review.

Information Audit (Scope of GDPR)

What Category	Further details	Personal / Special Personal	Data Subjects	Why(purpose)	Lawful Basis	Where? (stored / processed)	Shared externally: (Y/N & whom)	How long kept for
Staff - Payroll	name, address, bank details, telephone no, email address, salary, Nino, pension payments, emergency contact details	P	Staff	for paying them	2	paper forms, cloud (sage payroll)	N	6 years plus current
Allotment Holders	Name, address, telephone number, email	P	Allotment holders	for administration	1	paper and electronic (cloud Storage provider)	Y - West Moors Allotment Holders Association	1 year after no longer being an allotment holder
Cemetery	Name, address, signature	P	Rights of Burial Holders	Burial Management administration. LGA (burial Authority)	2	paper forms and electronic (cloud Storage provider) with Edge IT Epitaph	N	perpetuity
Councillors	Name, Address, telephone number, email	P	Councillors	for contacting them as per LGA 1972	1	paper, electronic (cloud storage provider), website	Y - published on website	
Sports Clubs	Name, Address, telephone number, email	P	Hirer of facilities	for administration	1	paper and electronic (cloud Storage provider)	N	1 year after cease using facilities
Hirers	Name, Address, telephone number, email	P	Hirer of facilities	for administration	1	paper and electronic (cloud Storage provider)	N	1 year after hire

Civic Contacts	Name, Address, telephone number, email	P	Event attendees	for inviting to events	6	electronic (cloud storage provider)	N	until updated
Events Distribution List	Name, Address, telephone number, email	P	Event attendees	for inviting to events	6	paper and electronic (cloud Storage provider)	N	until updated
Contractors/ Suppliers	Name, Address, telephone number, email, bank details	P	Contractors and Suppliers	for purchasing and paying for goods and services	1	paper and electronic (cloud Storage provider)	N	6 years
Clubs and Societies	Name, Address, telephone number, email	P	Those responsible for communication	for production of Town Guide	4	paper and electronic (cloud Storage provider)	Y - Printer and used for public distribution	until updated
CCTV	Images from CCTV cameras	P	Members of Public using area covered by CCTV	Crime prevention	4	electronic (local drive on computer, hard drive on CCTV server)	Y - Police (crime prevention)	overwrite after 30 days unless images downloaded for crime reasons.
Grant Recipients	Name, Address, telephone number, email, bank details	P	grant awardees	for considering application for grant aid, for paying grant aid	4	paper and electronic (cloud Storage provider)	N	6 years plus current
Complaints Register	Name, Address, telephone number, email	P	Public	to update on progress of complaint	4	paper and electronic (cloud Storage provider)	N	6 years
E Newsletters	Name and email	P	Those who have signed up to receive newsletters	for relaying information	6	Mailchimp servers	N	until person unsubscribes
General Correspondence	Name, Address	p	for communication					1 year
Planning Information - Processor Only								

Lawful Basis for Processing Information

- 1: Processing necessary for the performance of a contract with the data subject or to take steps to enter a contract
- 2: Processing is necessary for compliance with a legal obligation
- 3: Processing is necessary to protect the vital interests of a data subject or another person
- 4: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- 5: Processing is necessary for the purpose of legitimate interests pursued by the controller or a third party, except where such interest are overridden by the interests, rights or freedoms of the data subject
- 6: Consent of the data subject

Note:

Cloud storage provider is based in the European Union

Mailchimp servers are based in the United States

Sage, UK based or EU hosted servers

EdgeIT servers are UK based

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AGENDA ITEM 12 – Mileage Rates

HMRC have increased the tax free allowance for use of a personal car from 45p to 55p per mile from the 1st April 2026.

Staff and Councillors currently receive the tax free amount of 45p per mile.

Members re asked to consider the increase in mileage payable as per the current HMRC rates.

AGENDA ITEM 13 – Town Council Logo

The Council has now received various iterations of logos for the Town Council, two of which members who attended the environment and planning meeting on the 21st May were given the opportunity to provide feedback on.

All feedback was submitted to the designer.

The designer has stated that the logos to choose from will be emailed to the Council on Monday, once they are received, they will be sent to members, so they can be discussed at the meeting.

AGENDA ITEM 14

The Westival Programme has now been printed and delivery to homes in West Moors will take place over the coming weeks.

All entertainment, stalls etc are now in place.

Members are asked inform the office if they will be helping out on the day on the Council Raffle Stall or can give any other assistance. We really need all the help we can get please.

AGENDA ITEM 15 – Information from Members

An opportunity for brief verbal reports from members who have information relevant to West Moors.

Members are asked to produce a written report of attendance at meetings etc on which they are the Council representative. Please send this to the Clerk so it can be sent out with the agenda.

AGENDA ITEM 16 – Correspondence

The Good Councillor Guide to Website Accessibility emailed to members on 16.04.26