

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on **Thursday 25th April 2024** in
St Anthony's Church Hall, Pinehurst Road at 7.30pm.

PRESENT:

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

OTHERS PRESENT: Judi Weedon – Town Clerk
Dorset Councillor M Dyer

APOLOGIES: Cllr A Clarke Cllr J Randall

23/346 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

23/347 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)

None

23/348 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 28th MARCH 2024

Having been circulated, the minutes on pages 3159-3161 were agreed, adopted and signed.

23/349 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

a. **The Report of the Planning Consultative Committee** held on the 4th April 2024 pages 3162 -3163 as circulated, was confirmed, adopted and signed.

23/350 TO APPROVE AND SIGN THE REPORT OF THE ANNUAL TOWN ASSEMBLY HELD ON 11th APRIL 2024

Having been circulated, the report was agreed, adopted and signed.

23/351 TO RECEIVE TOWN CLERKS REPORT

- a. Local Council Award Scheme: Accredited with the Foundation Award on the 10th April, this award is valid for 4 years. It is hoped that we will achieve either the Quality or Gold Award within the next 12 months.
- b. Standing Orders: In order to achieve the LCA Foundation Award a few changes were required to this document to take into account changes in legislation. Members received a copy of the updated Standing Orders.
- c. Annual Town Meeting held on the 11th April has received positive feedback from residents.
- d. Blackfield Lane Planning application was heard by the Dorset Council Planning committee on the 24th April at 10am in the Allendale centre, Wimborne. The application was refused by Dorset Councillors.
- e. A Community Infrastructure Levy payment of £7,206.71 is due to be received.
- f. IT matter: The office computers use Windows 10, support for this will end in October 2025. The computers we have will not support windows 11, so council may have to consider an upgrade within the next 12 months.
- g. Terrafirma reported that on the 17th April at around 13:15 he received verbal abuse and threats of physical violence against his person whilst carrying out maintenance work at the cemetery.
- h. The Police contacted the office to ask for CCTV images of an incident that occurred at the skate park on Monday 1st April. All relevant images have been supplied.
- i. Members received information on the attendance of a counter terrorism training session attended by the Clerk and Cllr Salt.

23/352 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3167 of these minutes. (Cllr's Yeo and Senior to authorise the electronic payments)

Voting: unanimous

23/353 BDO CONFLICT OF INTEREST FORM

At the request of the external Auditor BDO LLP, a conflict-of-interest form was discussed and completed and it was

RESOLVED that no councillors or staff had any conflict of interests with BDO LLP

Voting: unanimous

The completed and signed form to be returned to BDO LLP with the year end documents.

23/354 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS

Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2023/24

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements.

a) **RESOLVED that the Annual Governance Statement for 2023/24 be approved and signed by the Chair.**

Voting: unanimous

Members then reviewed the figures on the Accounting Statements, it was then

b) **RESOLVED that the Accounting Statements for 2023/24 be approved and signed by the Chair. A copy of the Accounting Statements is attached to these minutes on page 3168.**

Voting: unanimous

It was noted that the Electors Rights has been scheduled for 3rd June to 12th July 2024

23/355 MEETING VENUE

Members discussed whether to continue holding Council meetings at St Anthony's Church Hall. Members commented on the various pros and cons of staying at the church, these included that there is more room for public to attend, it creates a more professional image of the council, the cost of the church hire could be better utilised, the council have the pavilion which is under used. After debate it was

RESOLVED that all Council meetings going forward will return to the Pavilion at Fryer Field.

Voting: 6 for 3 against

It was noted that if the Council are aware of an item that many members of the public may be interested in and wish to attend a council meeting, that St Anthony's Hall will be booked to allow more space to accommodate the public.

23/356 CALENDAR OF MEETINGS

Members reviewed the meeting schedule from May 2024 to June 2025 and it was **RESOLVED that the meeting schedule for May 2024 to June 2025 be approved.**

Voting: unanimous

A copy of the schedule is attached to these minutes on page 3169

23/357 EV CHARGERS

Members having received copies of the proposal, grant application form and licence agreement for EV Chargers in Park Way car park

RESOLVED that the proposal for EV Chargers install in Park Way car park be accepted and licence agreement between Joju, Mer and WMTC be signed. Clerk to sign paperwork and return to Dorset Council.

Voting: unanimous

23/358 WESTIVAL UPDATE

Members received an update on the progress of Westival organisation. The report was noted.

23/359 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Council about traffic issues in West Moors, Three Cross and St Leonards as well as a report about the Blackfield Farm planning application.

Cllr Salt asked when a reduction to the speed limit from Three Cross to West Moors would be implemented. Cllr Wilkes stated that WMTC should publish the statistics held on the speed of vehicles. Cllr Holmes wished to make residents aware of what WMTC have done to try and reduce speeding through West Moors.

Cllr Salt then asked that a formal request to Dorset Council be sent asking them to reduce the speed limit from 60mph to 30 mph on the stretch of road from Three Cross to West Moors.

Cllr Mrs Burke presented Cllr Dyer with a card thanking him for his service as he is standing down from Dorset Council at the election.

23/360 INFORMATION FROM MEMBERS

Cllr Salt asked Dorset Councillor Shortell to check on the progress of the pedestrian crossing for Station Road near St Marys school to find out where it is on the work schedule. Cllr Dyer stated that it is at the top of the list. The Clerk asked the Dorset Councillors if the project could be funded from CIL funds held by Dorset Council.

Cllr Mrs Yeo reported on her attendance at the Eastern Area Planning committee with reference to the Blackfield Farm application.

Cllr Mrs Holmes reported on her attendance at a training session organised by NALC entitled Emerging Financial Trends in Local Government. Cllr Holmes reported that the training was not very professional and did not wish to attend any further NALC sessions.

Cllr Mrs Burke reported on her attendance at the Corfe Mullen Civic Celebration of Service, which was a thanksgiving for local volunteers, along with a history of Corfe Mullen. Cllr Burke asked if members would be content with WMTC organising something similar to this event. Members agreed for this item to go on a future agenda.

23/361 CORRESPONDENCE

None

The Chair declared the meeting closed at 20:32hrs

The next meeting of the Town Council will be held on 16th May, 2024 at 19:30hrs

SIGNED DATE

Chair

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 15.04	£4,643.46	26.04.24	Staff Salaries – Month 1
Total	£4,643.46		
Payment list dated 29.04.24			
Payment method	Invoice amount	Invoice date	Details
EB 29.04	£162.00	27.03.24	Terrafirma - Repairing the WELCOME TO WEST MOORS SIGN by the A31.
EB 29.04	£1,564.26	01.04.24	Terrafirma - Grounds Maintenance for March 2024
EB 29.04	£519.81	03.04.24	Terrafirma - Lengthsman duties Feb and March, rubbish disposal from cemetery and car park
EB 29.04	£21.60	01.04.24	Vision ICT- Comms email acct May '24-April '25
EB 29.04	£78.00	01.04.24	Vision ICT – Biennial fee for .gov.uk domain May '24 to April '26
EB 29.04	£823.35	01.04.24	Dorset Council - Cemetery non-domestic rates 01.04 – 31.03.25
EB 29.04	£792.00	01.04.24	Elite Playground Inspections - April 2024-April 2025
EB 29.04	£500.00	01.04.24	Urban Displays (Rockit) – WESTIVAL bike stunts
EB 29.04	£60.00	01.04.24	The Falcons Crest - Birds of Prey for WESTIVAL
EB 29.04	£550.00	01.04.24	Southern Canopy Sales & Hire - Gazebos for WESTIVAL
EB 29.04	£325.00	01.04.24	A&K Entertainment - WESTIVAL Circus workshop & Kids show
EB 29.04	£165.60	04.04.24	Write Place Media - 2 off adverts in the Primary Times for WESTIVAL
EB 29.04	£1,331.21	01.04.24	DAPTC - Annual Subscription 2024.25
EB 29.04	£546.93	05.04.24	Dorset Council – Waste Collections 1 Apr to 30 June 2024
EB 29.04	£74.40	08.04.24	Cheap printing – 8 off posters for WESTIVAL
EB 29.04	£48.00	08.04.24	Paddi Graphics - revised artwork for WESTIVAL 2024 poster
EB 29.04	£100.00	01.04.24	ICCM - membership fee 2024/25
EB 29.04	£31.45	12.04.24	Business Supplies Group – A4 paper
EB 29.04	£129.12	15.04.24	Aqua care - water Hygiene testing 15 th April
EB 29.04	£112.85	05.04.24	Source for Business - Public Toilets water supply 4 Mar – 4 Apr 24
EB 29.04	£50.00	17.04.24	Barry Fowler - Cupboard maintenance in Pavilion hallway
EB 29.04	£50.00	16.04.24	Cole Management – Window & bus stop cleaning 19.03 & 16.04
EB 29.04	£100.00	17.04.24	Fair Account - Internal Audit Services 2023/24 2/24 to 3/24
EB 29.04	£6.95	04.04.24	S4B - Allotment water supply 3 Mar to 3 April
EB 29.04	£47.00	22.04.24	Mr and Mrs Collins - REFUND of duplicated allotment fee plot 8
EB 29.04	£367.36	19.04.24	Gallagher - Cyber insurance May '24 – May '25
EB 30.04	£1,624.77	15.04.24	HM Revenue and Customs – Tax and NI – Month 1
EB 30.04	£1,703.79	15.04.24	Dorset Council – Pensions Contributions – Month 1
Total	£11,885.45		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 06.04	£196.28	23.03.24	SSE – Floodlights electricity 01.12 -01.03.24
DD 13.04	£15.60	09.04.24	SAGE - Payroll 09.04 – 08.05.24
DD 10.05	£3,469.11	12.04.24	PWLB - Loan repayment no 28
DD 29.04	£129.70	01.04.24	1 st Connect - Office phone & broadband & pavilion 01.04.24 – 30.04.24

DC 11.04	£26.28	11.04.24	Lidl: Refreshments for annual meeting & Litter picks upcoming
DC 15.04	£126.60	15.04.24	Amazon - 2 x 'A' Frames for WESTIVAL
DC 22.04	£58.33	22.04.24	Norton - Anti Virus renewal 2 years
Total	£4,021.90		

Section 2 – Accounting Statements 2023/24 for

WEST MOORS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	192,699	213,022	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	162,840	175,355	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	98,199	68,292	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	86,320	98,053	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,938	6,938	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	147,458	140,412	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	213,022	211,265	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	202,047	207,030	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	878,566	862,921	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	45,575	40,145	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S. Weedon REQUIRED

Date

15/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

25/04/2024

as recorded in minute reference:

23/3546 REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature] REQUIRED

DRAFT

West Moors Town Council
Calendar of Meetings 2024/25

May 2024		December 2024	
2	Planning Consultative/Environment	5	no meeting
9	no meeting	12	Planning Consultative
16	Annual Town Council Meeting	19	Council
23	Finance	26	no meeting
30	Planning Consultative		
		January 2025	
June 2024		2	no meeting
6	no meeting	9	Planning Consultative
13	no meeting	16	Environment
20	Planning Consultative/Environment	23	Finance
27	Council	30	Council
July 2024		February 2025	
4	no meeting	6	Planning Consultative
11	Planning Consultative/ Finance	13	no meeting
18	Environment	20	no meeting
25	Council	27	Council
August 2024		March 2025	
1	Planning Consultative	6	Planning Consultative
8	no meeting	13	Environment
15	no meeting	20	Finance
22	Planning Consultative	27	Council
29	Council		
		April 2025	
September 2024		3	Planning Consultative
5	no meeting	10	Town Meeting (Annual Assembly)
12	Planning Consultative/Environment	17	no meeting
19	Finance	24	Council
26	Council		
		May 2025	
October 2024		1	Planning Consultative/Environment
3	Planning Consultative	8	no meeting
10	no meeting	15	Annual Town Council Meeting
17	no meeting	22	Finance
24	Planning Consultative	29	Planning Consultative
31	Council		
		June 2025	
November 2024		5	no meeting
7	Environment	12	no meeting
14	Planning Consultative/ Finance	19	Planning Consultative/Environment
21	Informal BUDGET	26	Council
28	Council		

All meetings are held in the Pavilion, Fryer Field, unless otherwise stated.

Planning Consultative committee meetings commence at 7pm, all other meetings commence at 7.30pm