

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
Please note that meetings may be recorded

WEST MOORS TOWN COUNCIL

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Supporting
West Moors

Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 25th APRIL 2024** at **7.30pm** in **St Anthony's Church Hall, Pinehurst Road** to transact the following business:

J Weedon

Judi Weedon
Clerk

17th April 2024

Cllr Mrs R Burke – Chair

Cllr A Clarke
Cllr J Randall
Cllr C Way

Cllr D Green
Cllr T Salt
Cllr K Wilkes

Cllr M Hawkes
Cllr Mrs N Senior
Cllr Mrs P Yeo

Cllr Mrs C Holmes
Cllr D Shortell

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 Town Council meeting held on Thursday 28th March 2024 (pages 3159-3161). 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 04.04.24 (page 3162-3163)
6. To Approve and Sign the Report of the Annual Town Assembly held on Thursday 11th April 2024 in St Anthony's Church Hall
7. To Receive the Clerks Report
8. To Approve the Accounts for Payment
9. To Complete form – Conflict of Interest with BDO LLP
10. To Approve Annual Governance Statement and Statement of Accounts (AGAR) for 2023/24
11. To Discuss Meeting Venue
12. To Approve Calendar of Meetings from June 2024 to June 2025
13. To Approve the paperwork for the installation of EV Chargers at Park Way car park.
14. To Receive Westival Update
15. To Receive Report from Dorset Councillors

16. To Receive Information from Members
17. Correspondence

**TOWN COUNCIL MEETING
THURSDAY 25th APRIL 2024**

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.

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 or any other registerable interest in, as stated on their registration of members 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 7 – Clerks 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.

- 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. A copy of the current Standing Orders are attached for your reference.
- c. Annual Town Meeting held on the 11th April has received positive feedback from residents.
- d. Blackfield Lane Planning application will continue to be heard by the Dorset Council Planning committee on the 24th April at 10am in the Allendale centre, Wimborne. There will not be any public representations as these were all heard at the meeting held on the 13th March.
- 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.
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AGENDA ITEM 8 – Accounts for Payment

A list of payments will be emailed out prior to the meeting for approval.

AGENDA ITEM 9 – BDO conflict of Interest form

BDO LLP being the external auditor appointed by the government, require the Council to confirm whether they have any conflicts of interest with BDO LLP, such as knowing staff working there etc.

A copy of the form is attached for your reference.

Members are requested to declare any interest as required.

AGENDA ITEM 10 – Annual Governance Statement and Statement of Accounts (AGAR) for 2022/23

The Statement of Accounts is the position of the council's finances as at 31st March 2024. It is a statutory document that must be completed each year and sent to an external auditor for approval.

The Annual Governance statement and Accounting Statements are attached. Also attached is the section which has been completed by the internal auditor for your information.

The internal Auditor has checked and verified all the figures on the Accounting Statement.

The Section 1 Annual Governance Statement must be approved before the accounting statement is agreed and approved.

Section 1 the Annual Governance statement, members are requested to review the statements and mark yes or no to each item 1 to 8. Once completed section 1 requires the signature of the Chair.

Section 2, Accounting Statements.

The internal auditor visited on the 17th April and carried out the audit and approved the figures shown on Section 2, Accounting Statements.

Members are requested to approve Section 2 of the annual return. Once approved the Chair is required to sign the document. *Supporting documentation for the figures shown on the annual return are attached for information.*

The annual return and supporting documentation will then be sent to the external auditor BDO LLP via email.

As our expenditure/income is over £200,000 we also have to have an intermediate review, this includes providing evidence of the appointment of the internal auditor and the scope of their work.

The Electors Rights to Inspect the accounts has been scheduled for 3rd June to 12th July (this is 30 working days and must include the first 10 working days in July). This is published on the website and noticeboards.

AGENDA ITEM 11 – Meeting Venue

Members are requested to discuss where to hold Council meetings going forward.

This matter was last discussed in March 2023, where it was agreed to continue at St Anthony's for the following 12 months.

The cost of the hall hire is £40 per session.

Members are requested to either continue at St Anthony's or revert back to using the pavilion for all Council meetings and only booking St. Anthony's as required i.e. if we know that we will be having lots of public attend.

AGENDA ITEM 12– Calendar of Meetings

A draft meetings schedule from June 2024 to June 2025 is attached for approval.

AGENDA ITEM 13 – EV Chargers

Dorset Council have now received the feasibility study from their charge point installer JoJu, and have secured the funding so are looking to move forward to installing a chargepoints.

The proposal is to install 1 Rapid charger (with 2 vehicle connections) and two 7kW chargers, (each with the capacity of charging 2 vehicles). So, a total of 6 vehicle capacity.

Mer will be fully funding the Rapid charger and Dorset Council will grant WMTC the funds for the 7kW chargers via a grant application form.

The lease is for a 15 years period, when the chargers will be fully maintained, operated, repaired etc. (see section 5 of the licence agreement).

WMTC will receive a small payment each year dependent on the use of the chargers.

Members are therefore requested to read through the attached paperwork to ensure that the Council are happy with the proposal and licence.

Once agreed the Clerk will complete all the relevant paperwork and return to DC.

AGENDA ITEM 14 – Westival Update

Document to follow

AGENDA ITEM 15 – Dorset Councillor Report

Dorset Councillors D Shortell and M Dyer 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 16 – Members Information

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 17 – Correspondence

All important and informative emails are forwarded on to members as they arrive.
