

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

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 JULY 2024** at **7.30pm** in the **Pavilion, Fryer Field** to transact the following business:

J Weedon

Judi Weedon
Clerk

18th July, 2024

	Cllr Mrs R Burke – Chair		
	Cllr Mrs N Senior – Vice Chair		
Cllr D Green	Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr T Salt	Cllr D Shortell	Cllr J Staig	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 Town Council meeting held on Thursday 27th June 2024 \(pages 3194-3197\). 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](#) 11.07.24 (3198-3199)
 - b) [Finance and GP](#) 11.07.24 (3200-3207)
 - c) [Environment committee](#) 18.07.24 (3208-3210)
6. [To Receive Clerks report](#)
7. [To Approve Accounts for Payment](#)
8. [To Receive Westival Debrief](#)
9. [To Receive Report from Dorset Councillors](#)
10. [To Receive Information from Members](#)
11. [Correspondence](#)

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 27.06.2024

3194

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 27th June 2024 in
The Pavilion, Fryer Field at 7.30pm.

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)

APOLOGIES:

Cllr D Green	Cllr J Randall
(reasons for apologies were noted)	
Dorset Councillor A Skeats	

24/062 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

24/063 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

24/064 TO APPROVE AND SIGN MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 16th MAY 2024
Having been circulated, the minutes on pages 3175-3178 were agreed, adopted and signed.

24/065 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- The Report of the Finance and General-Purpose Committee** held on the 23rd May 2024, pages 3179-3186 as circulated, was confirmed, adopted and signed.
- The Report of the Planning Consultative Committee** held on the 30th May 2024, pages 3187-3188 as circulated, was confirmed, adopted and signed.
- The Report of the Planning Consultative Committee** held on the 20th June 2024, pages 3189-3190 as circulated, was confirmed, adopted and signed.

The Report of the Environment Committee held on the 20th June 2024, pages 3191-3193 as circulated, was confirmed, adopted and signed.

Recommendation 24/057 was RESOLVED *Voting: unanimous*

Recommendation 24/058 was RESOLVED *Voting: unanimous*

Recommendation 24/059a was RESOLVED *Voting: unanimous*

Recommendation 24/059b was RESOLVED *Voting: unanimous*

24/066 TO RECEIVE TOWN CLERKS REPORT

- Election Invoice: The invoice from Dorset Council for election charges has been delayed due to the general election being called. The invoice is due to be received in September.
- Thank you to all for checking and updating your Register of Interests.
- EV Chargers: The Final License agreement has been received and the installation date has been estimated for September 2024.
- The Strategic Plan session is arranged for 8th August at 7pm.
- Dorset Councillor Andy Skeats has asked to have a meeting about the possibility of producing a Neighbourhood Plan. A meeting with the Clerk has been scheduled for the 1st August.
- The Clerk and Assistant are attending a Planning Summit organised by the Society of Local Council Clerks in July.

- g. Cllr Staig has attended New Council Training.
- h. Councillors are asked to check out the training available on the DAPTC website and let the Clerk know if they wish to attend anything. <https://www.dorset-aptc.gov.uk/training-events/training-options>
- i. D- Day Event: The event went well with lots of positive feedback. The office has received various emails, thank you cards and visits in person.

24/067 VE DAY ANNIVERSARY EVENT IN 2025

After the success of the 80th Anniversary of D-Day event held in Pinehurst Community Church, members felt it would be appropriate to hold a similar event for the 80th Anniversary of VE Day on the 8th May 2025, after a brief discussion it

RESOLVED that the Council will organise a public event to commemorate the 80th Anniversary of VE Day on the 8th May 2025, with a budget of £800 being allocated. The event to take a similar format to the D-Day event held in June 2024.

Voting: unanimous

24/068 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3196-3197 of these minutes. (Cllr's Wilkes and Way to authorise the electronic payments)

Voting: unanimous

24/069 WESTIVAL UPDATE

Members received a Westival update, which was noted.

Members went on to discuss a bonus for Amie Fawcett for her work organising the event.

After a brief discussion it was

RESOLVED that a bonus of £650 be paid to Mrs A Fawcett for organising the Westival event. The bonus to be paid in 2024, 2025 and 2026 with an uplift for inflation each year.

Voting: unanimous

24/070 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillors Shortell and Skeats with an update about enforcement and environmental issues at Blackfield Farm, information about an upcoming meeting with Dorset Council highways to discuss traffic issues through West Moors and information about children's services.

It was reported that Wessex Water attended the Blackfield area and took water samples. It was requested that Cllr Salt attend the meeting with the Dorset Councillors and highways. Cllr Salt asked if Cllr Shortell was aware of a report being formulated by Dorset Councillor Ray Bryan about roads around St Leonards, Verwood, Horton, Three Cross and West Moors. Cllr Shortell was not aware of this but said he would speak with Cllr Bryan.

A copy of the full report is available in the council office.

24/071 INFORMATION FROM MEMBERS

Cllr Way reported on his attendance at Youth Club meetings and problems that the youth club were having with committee and staff members, as well as procedures at the club. Members offered support to Cllr Way if he required it and thanked him for his work to try and help resolve the ongoing issues.

Cllr Staig raised concerns over the recent vandalism of the Speed Indicator Device and asked if it could be relocated higher on the pole once repaired.

Cllr Shortell reported that he had been approached by a resident regarding speeding in Pinehurst Road.

Cllr Mrs Yeo reported on her attendance at the Dementia Action Group meeting and the Library Working Together meeting.

24/072 CORRESPONDENCE

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

The Chair declared the meeting closed at 20.35 hrs

The next meeting of the Town Council will be held on 25th July 2024 at 19:30hrs

SIGNED DATE
Chair

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 21.05.	£70.57	20.05.24	Party Packs- D Day 80 th decorations
EB 31.05	£165.00	31.05.24	Rachel Ralph (Lime Coast Catering): D Day meals 33 off
DC 06.06	£50.00	04.06.24	Petty cash Top up
EB 28.06	£4,978.90	10.06.24	Staff Salaries - Month 3
EB 10.06	£420.00	31.05.24	Boiler Geeks: 2 X Invoices for men (£180) and ladies (£240) public toilet repairs
EB 12.06	£55.00	17.05.24	Scarlett Rose: D Day slideshow
Total	£5,739.47		
Payment list dated 27.06.24			
Payment method	Invoice amount	Invoice date	Details
EB 28.06	£16.98	20.05.24	Business Supplies Group - (folders for new Cllr packs)
EB 28.06	£1,071.96	17.05.24	EDGE IT Systems- Epitaph/Finance/remoter users & HeritEDGE mapping – 3 rd year of 5-year contract
EB 28.06	£195.57	07.05.24	Source For Business - Park Way toilets Apr-May water
EB 28.06	£532.95	05.06.24	Source For Business- Park Way toilets May-June water
EB 28.06	£15.22	15.05.24	Source For Business- Allotments Apr-May water
EB 28.06	£38.79	03.06.24	Source For Business- Allotments May-June water
EB 28.06	£204.00	22.05.24	Xerocad - Westival banners & artwork
EB 28.06	£17.86	30.04.24	Xerocad - Good Citizen Award certificates from April (6 of)
EB 28.06	£129.12	24.05.24	Aqua Care - Water Hygiene testing MAY
EB 28.06	£129.12	05.06.24	Aqua Care - Water Hygiene testing JUNE
EB 28.06	£1,392.00	17.05.24	Verwood Cleaning services - Cleaning of Pavilion & Public toilets April and May 2024
EB 28.06	£1,422.00	12.06.24	Verwood Cleaning Services - Pavilion and public toilet cleaning May & June
EB 28.06	£500.00	23.05.24	Vision Wimborne Dial-A-Ride - Grant as per min 24/034
EB 28.06	£1,564.26	31.05.24	Terraforma – Grounds maintenance (Fryer Field/Cemetery) MAY
EB 28.06	£55.00	04.06.24	Pinehurst Community Church - 80 D Day hall hire
EB 28.06	£1,624.97	10.06.24	HMRC – Tax and NI Month 3
EB 28.06	£1,703.79	10.06.24	Dorset Council: Pension Contributions, Month 3
EB 28.06	£78.00	30.05.24	SLCC - Themed Planning Summit 10.07.24
EB 28.06	£113.28	01.06.24	XCS - photocopier usage: 01.03 – 04.06.24

EB 28.06	£180.00	06.06.24	Land Girls - Church show/Care homes x 3 on D Day
EB 28.06	£50.00	11.06.24	Cole Management - office windows x 2 (14.05/11.06 & Bus Stops x 2 (11.06)
EB 28.06	£12.00	13.06.24	Market Weighton Hedgehogs - money raised in office from donations- cash into bank, BACS to the organisation
EB 28.06	£234.00	12.06.24	New Forest Signs - Westival directions for road and toilet signs for pavilion
EB 28.06	£77.03	14.06.24	Clear Vision - replace glass in Clerks office window
EB 28.06	£77.02	26.06.24	Clear Vision - replace glass in main office window
EB 28.06	£24.00	18.06.24	Vision ICT- Cllr Staig new email
EB 28.06	£40.00	20.06.24	DAPTC - New Councillor training for Cllr Staig
Total	£11,498.92		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
DD 25.05	£119.21	01.05.24	1 st Connect - Office phone & broadband & pavilion 01.05.24 – 31.05.24
DD 25.06	£119.21	01.06.24	1 st Connect: Office phone & broadband & pavilion 01.06- 30.06.24
DD 18.06	£420.00	21.05.24	BNP - photocopier rental 18.06 – 17.09.2024
DD 13.06	£485.44	30.05.24	SSE- Council office electricity supply: 01.02.24 to 30.04.24
DD 26.06	£395.56	12.06.24	SSE- Pavilion electricity 1 Mar to 31 May '24
DD 12.06	£15.60	09.06.24	Sage – Payroll software
DC 31.05	£73.43	30.05.24	Nothing but Padlocks - Spare padlocks for MUGA & Oakhurst Play Area
DC 24.06	£22.80	24.06.24	Amazon - Batteries for Speed watch gun
DC June	£16.00	07.06.24	Facebook: WESTIVAL FB Post Boosts (is debited in small amounts)
Total	£1,667.25		

3198

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 11th July 2024 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT:

Cllr Mrs N Senior – Chair		
Cllr Mrs R Burke	Cllr D Green	Cllr M Hawkes
Cllr J Randall	Cllr C Way	Cllr K Wilkes
Cllr Mrs P Yeo		

OTHERS PRESENT: Judi Weedon (Town Clerk)
Cllr Mrs C Holmes

APOLOGIES: Cllr T Salt

24/073 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/2024/03346 34 Woolslope Road

Demolish existing porch and construct new larger porch
No Objection

24/074 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2024/01507 51 Oakhurst Road

Roof extension to create first floor accommodation

WMTC: No objection

Dorset Council: Permitted

P/HOU/2024/01628 122 Pinehurst Road

Remove existing conservatory and erect a garden room. Alter and extend existing garage to include 1st floor accommodation with dormer windows

WMTC: No objection

Dorset Council: Permitted

P/HOU/2024/02090 29 Glenwood Road

Alter and extend existing garage.

WMTC: No objection

Dorset Council: Permitted

P/HOU/2024/02135 81 Elmhurst Road

Loft conversion with side and rear extensions to ground floor

WMTC: No objection

Dorset Council: Permitted

P/HOU/2024/02236 91 Pinehurst Road

Erect a detached double garage

WMTC: No objection

Dorset Council: Permitted

P/HOU/2024/02445 78 Moorlands Road

Proposed Single Storey Front Extension

WMTC: No objection

Dorset Council: Permitted

P/HOU/2024/02252 617 Delarosa Ringwood Road

Replace a flat garage roof with a pitched roof, to install solar PV panels with battery storage and rainwater collection technology.

WMTC: No objection

Dorset Council: Permitted

24/075 NOTIFICATION OF PLANNING APPEALS

None reported.

24/076 NOTIFICATION OF TREE MATTERS

Tree Preservation Orders:

None

Tree Work

195 Pinehurst Park Pinehurst (Caravan) Park - Footways West Moors BH22 0BS	Request to: 1 X Sycamore : Fell
24 Moorside Road	Request to: 2 X Scots Pine: Fell

24/077 CORRESPONDENCE

Blackfield Farm Update:

A water sample was taken from the watercourse/ditch, and no contamination levels were detected.

The Chairman declared the meeting closed at 19.03 hrs

The next meeting of the Planning Consultative committee is scheduled for the 1st August, 2024

SIGNED DATE

CHAIR OF PLANNING CONSULTATIVE COMMITTEE

AGENDA ITEM 5b – Finance and General-Purpose Minutes 11.07.24

3200

WEST MOORS TOWN COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on
THURSDAY 11th JULY 2024 in the Pavilion, Fryer Field at 7.30pm.

PRESENT:

Cllr C Way – Chair		
Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr Mrs N Senior	Cllr D Shortell	Cllr J Staig
Cllr K Wilkes	Cllr Mrs P Yeo	

OTHERS PRESENT: Mrs Judi Weedon (Town Clerk)
Lynne Morris – Dementia Action Group

APOLOGIES: None

24/078 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

24/079 DECLARATIONS OF INTEREST/DISPENSATIONS
None

24/080 TO RECEIVE THE CLERK'S REPORT
Nothing to report

24/081 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 30th June 2024, as attached on page 3202 of the minutes.
- b) Internal Controls: Members received income reports for May and June. Bank statements and petty cash up to 30th June have been inspected and checked by the Chair, Cllr C Way.
- c) Budget Comparison up to 30th June 2024 was noted and shown on pages 3203-3206.
- d) CCLA Information was noted

24/082 ACCOUNTS FOR PAYMENT
It was
RESOLVED that the accounts for payment be approved as attached on page 3207 of the minutes. Cllr's Senior and Wilkes to authorise the electronic payments.
Voting: Unanimous

24/083 COUNCIL POLICIES
Members reviewed the following policies;

a) Council Representation on Outside Bodies
Members reviewed the Council Representation on Outside Bodies Policy and it was **RECOMMENDED that the policy be amended:**
Appendix A – Removal of West Moors Home watch and Memorial Hall
Add West Moors Dementia Action Group
Voting: unanimous

b) Grants and Donations Policy
Members reviewed the Grants and Donations Policy. After discussion it was **RECOMMENDED that the policy be amended:**
Section 2.0 Applications from individuals to be removed from the policy.
Voting: unanimous

c) Retention Policy

Members reviewed the Council Retention Policy. After discussion it was

RECOMMENDED that the policy be amended:

Leases wording be amended to say 'after expiry'

Voting: unanimous

Under Health and Safety in the policy it was suggested that if a child had an accident, they could make a claim up to the age of 18, so the destruction of documents after 3 years may require amendment. Clerk to check legislation and bring back to committee if required.

24/084 GRANTS

a) West Moors Dementia Action Group

Grant application to assist with purchasing of resources to enable further outdoor contact with the community:

RESOLVED that a grant of £200 be awarded to West Moors Dementia Action Group for the year 2024/25.

Voting: unanimous

b) Colehill and Wimborne Youth and Community Centre (The Reef)

Grant application to help support the cost of the youth provision, to enable The Reef to continue operating.

RESOLVED not to approve a grant to Colehill and Wimborne Youth and Community Centre.

Voting: 8 for, 1 abstention

24/085 CORRESPONDENCE

None

24/086 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 19:51hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 19th September 2024 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 30.06.2024

Amount in bank as at 31/05/24	£287,069.35
Income during June	£3,129.06
Expenditure during June	£18,818.81
Amount in bank as at 30/06/24	£271,379.60

Bank Reconciliation as at 30/06/2024

Current	£1,165.43
Deposit	£245,157.99
CCLA PSDA	£25,000.00
Petty cash	£29.18

	£271,352.60
Less outstanding payments	£0.00
Plus unrepresented receipts	£27.00

Total amount held in accounts	£271,379.60
 Long Term Investment:	
CCLA Property Fund	£119,913.78
(Nominal value at 31.03.2024)	
Outstanding Loan Amount	
Public Works Loan	(£37,360.67)

Financial Budget Comparison

Comparison between 01/04/2024 and 30/09/2024 (2nd quarter)

	24/25 Approved Budget	Actual Net to date	Balance
INCOME			
Finance And General Purposes Committee			
1000 Precept	£183,444.00	£91,722.00	-£91,722.00
1010 Interest - Deposit Acc	£2,000.00	£710.08	-£1,289.92
1011 Interest - CCLA PS Deposit Acc	£1,000.00	£328.98	-£671.02
1025 Dividend - CCLA Property Fund	£5,000.00	£1,565.78	-£3,434.22
1030 General	£0.00	£29.00	£29.00
1035 CIL Receipts	£0.00	£7,206.71	£7,206.71
1040 Sales - Dog Waste bags	£340.00	£42.50	-£297.50
1045 Sales - Kitchen Caddy bags	£2,500.00	£701.25	-£1,798.75
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£0.00	£0.00
1080 Youth Club (rent and water)	£200.00	£0.00	-£200.00
1090 Park Way ground rent and insurance charge	£600.00	£339.86	-£260.14
Total Finance And General Purposes	£195,084.00	£102,646.16	-£92,437.84
Environment Committee			
1100 Fryer Field Fees			
/1 Football	£4,500.00	£951.08	-£3,548.92
/3 MUGA	£10,000.00	£1,967.00	-£8,033.00
/4 Other	£2,500.00	£1,062.00	-£1,438.00
/5 Community Event Income	£3,000.00	£3,835.00	£835.00
Total	£20,000.00	£7,815.08	-£12,184.92
1110 Cemetery Fees			
/1 Memorial	£5,000.00	£1,045.00	-£3,955.00
/2 Interment	£12,000.00	£2,540.00	-£9,460.00
/3 Purchase Plot	£6,000.00	£2,904.00	-£3,096.00
Total	£23,000.00	£6,489.00	-£16,511.00
1115 Allotment Rent	£1,900.00	£1,881.42	-£18.58
1120 Insurance Settlements	£0.00	£0.00	£0.00
1125 Memorial Benches and Plaques	£0.00	£1,000.00	£1,000.00
Total Environment	£44,900.00	£17,185.50	-£27,714.50
Total Income	£239,984.00	£119,831.66	-£120,152.34
EXPENDITURE			
Finance And General Purposes Committee			
2000 Salaries	£76,670.00	£18,301.25	£58,368.75
2010 Employers Pension Contributions	£16,411.00	£3,945.63	£12,465.37
2020 Employers NIC	£7,786.00	£1,847.37	£5,938.63

2030	Expenses			
/1	Office staff	£400.00	£147.38	£252.62
/3	Councillors Travel	£200.00	£0.00	£200.00
/4	Chairman's Allowance	£75.00	£0.00	£75.00
	Total	£675.00	£147.38	£527.62
2040	Training			
/1	Clerk/Staff	£600.00	£65.00	£535.00
/2	Councillors	£1,000.00	£122.68	£877.32
	Total	£1,600.00	£187.68	£1,412.32
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	£2,500.00	£462.32	£2,037.68
/3	Phone Charges	£700.00	£99.97	£600.03
/4	Broadband Charges	£400.00	£98.31	£301.69
/5	Stationery	£350.00	£40.36	£309.64
/6	Photocopier	£1,800.00	£444.40	£1,355.60
/7	Maintenance inc refuse collection	£500.00	£184.12	£315.88
/9	Water Charges	£200.00	£0.00	£200.00
	Total	£6,450.00	£1,329.48	£5,120.52
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89
2060	IT Costs			
/1	IT Support	£2,000.00	£1,028.63	£971.37
/2	IT Capital Expenditure	£0.00	£0.00	£0.00
/3	Website Costs	£350.00	£65.00	£285.00
	Total	£2,350.00	£1,093.63	£1,256.37
2070	Insurance	£5,700.00	£367.36	£5,332.64
2080	Petty Cash			
/1	Postage	£150.00	£8.30	£141.70
/2	Other	£100.00	£7.31	£92.69
	Total	£250.00	£15.61	£234.39
2090	Professional Fees			
/1	Audit Fees	£1,500.00	£100.00	£1,400.00
/2	Legal Fees	£500.00	£0.00	£500.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,000.00	£100.00	£1,900.00
	Subscriptions			
/1	DAPTC	£1,332.00	£1,331.21	£0.79
/2	SLCC	£350.00	£0.00	£350.00
/3	Others	£850.00	£100.00	£750.00
	Total	£2,532.00	£1,431.21	£1,100.79
2110	Purchase of dog waste bags	£250.00	£0.00	£250.00
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£0.00	£2,000.00
2120	Grants			
/1/2	General Grants	£5,000.00	£500.00	£4,500.00
/3	CAB (section 142)	£800.00	£0.00	£800.00
	Total	£5,800.00	£500.00	£5,300.00
2130	Election Expenses	£500.00	£0.00	£500.00
2140	General & Contingency	£500.00	£213.14	£286.86
2150	Advertising and Publicity	£600.00	£128.56	£471.44
2180	Remembrance Day costs	£800.00	£0.00	£800.00

3205

2190	Youth Club Funding	£20,000.00	£0.00	£20,000.00
2195	Service Devolution	£0.00	£0.00	£0.00
2196	Data Control	£0.00	£0.00	£0.00
2197	CIL Expenditure	£0.00	£2,951.45	-£2,951.45 ¹
2198	Community Celebrations	£400.00	£30.94	£369.06
2199	Zettle card transaction fees	£0.00	£11.67	-£11.67
Total Finance And General Purposes		£160,314.00	£36,071.47	£124,242.53

Environment Committee**3010 Fryer Field Maintenance**

/1	General	£2,000.00	£153.14	£1,846.86
/4	Contractor fees	£9,900.00	£2,181.06	£7,718.94
	Total	£11,900.00	£2,334.20	£9,565.80

3020 Pavilion Running costs

/1	Electricity	£1,100.00	£376.72	£723.28
/2	Water/sewage charges	£800.00	£0.00	£800.00
/3	Maintenance	£5,400.00	£901.67	£4,498.33
/4	Legionella Testing	£920.00	£322.80	£597.20
/5	Phone/Broadband	£550.00	£108.51	£441.49
	Total	£8,770.00	£1,709.70	£7,060.30

3030 Multi Use Games Area

/1	Floodlight Maintenance	£0.00	£0.00	£0.00
/2	General Maintenance	£1,500.00	£30.61	£1,469.39
/3	Electricity	£300.00	£187.90	£112.10
	Total	£1,800.00	£218.51	£1,581.49

3040 Fencing

		£2,000.00	£0.00	£2,000.00
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3050 Fryer Field Play Area

/1	Maintenance	£250.00	£153.26	£96.74
/2	Safety Inspections	£450.00	£330.00	£120.00
	Total	£700.00	£483.26	£216.74

3060 Oakhurst Play Area

/1	Maintenance	£250.00	£4,405.20	-£4,155.20 ²
/2	Safety Inspections	£350.00	£330.00	£20.00
	Total	£600.00	£4,735.20	-£4,135.20

3070 Skatepark Maintenance

		£200.00	£0.00	£200.00
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3080 Play Equipment

		£0.00	£0.00	£0.00
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3100 Cemetery Costs

/1	Non Domestic Rates	£1,100.00	£823.35	£276.65
/2	Water Charges	£50.00	£0.00	£50.00
/3	Buy back of plots	£0.00	£0.00	£0.00
	Total	£1,150.00	£823.35	£326.65

3110 Cemetery Maintenance

/1	General	£1,500.00	£0.00	£1,500.00
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£224.90	£625.10
/8	Contractor fees	£7,000.00	£1,729.59	£5,270.41
	Total	£10,000.00	£1,954.49	£8,045.51

3120 Memorial Inspections

		£0.00	£0.00	£0.00
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3140 Petwyn Maintenance/Improvements

		£250.00	£0.00	£250.00
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3150	Allotments	£500.00	£142.48	£357.52
3160	Tree Maintenance	£3,000.00	£0.00	£3,000.00
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	£0.00	£500.00
4020	Street Furniture	£1,300.00	£517.80	£782.20
4025	Speed Watch & SID	£0.00		
4030	General	£200.00	£0.00	£200.00
4040	Christmas	£6,000.00	£0.00	£6,000.00
4070	Lengthsman	£1,800.00	£0.00	£1,800.00
4075	Public Toilets			
/1	Cleaning	£12,000.00	£2,965.78	£9,034.22
/2	Maintenance	£2,500.00	£425.00	£2,075.00
/3	Water/sewage charges	£3,500.00	£841.37	£2,658.63
/4	Electricity costs	£1,300.00	£261.12	£1,038.88
	Total	£19,300.00	£4,493.27	£14,806.73
4076	Car Park costs	£0.00	£150.00	-£150.00 ³
4090	Dog Bins	£650.00	£153.14	£496.86
4095	CCTV			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£200.00	£0.00	£200.00
	Total	£200.00	£0.00	£200.00
4097	Community Event Costs	£1,500.00	£2,966.29	-£1,466.29 ⁴
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Keep Britain Tidy events	£50.00	£11.49	£38.51
	Total Environment expenditure	£73,170.00	£20,693.18	£52,476.82
	Monies for various earmarked funds	£6,500.00		
	Total Expenditure	£239,984.00	£56,764.65	£176,719.35

- 1 New Notice boards
- 2 Repairs to Birds Nest Swing and New Fencing
- 3 Reline disabled bays in car park
- 4 Overspend offset from Community event income

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 28.06	£175.00	26.06.24	Wessex Ferret Club- Westival ferret racing
EB 08.07	£1,300	26.06.24	Audio All Stars – LIVE BAND WESTIVAL
EB 26.07	£5,041.06	26.07.24	Staff Salaries - Month 4
Total	£6,516.06		
Payment list dated 11.07.24			
Payment method	Invoice amount	Invoice date	Details
EB 12.07	£28.06	26.06.24	City Plumbing: Allotment tank parts
EB 12.07	£260.00	27.06.24	Boiler Geeks- New Ladies shower in the pavilion
EB 12.07	£150.00	26.06.24	South Coast Line Markings: 2 x disabled bays in Park Way
EB 12.07	£58.80	28.06.24	Blackmore Vale- Westival article/advert
EB 12.07	£210.00	02.07.24	Radar Key Company – Radar Lock for Public Toilet
EB 12.07	£300.00	30.06.24	Pear Technology: Tech Software (Epitaph mapping) till 30.06.25
EB 12.07	£60.00	04.07.24	Paddi Graphics – Amend CSW leaflets & print 50 and print 120 X A6 Thank you cards for WESTIVAL
EB 31.07	£1,888.27	10.07.24	HMRC – Tax and NI Month 4
EB 31.07	£1,889.04	10.07.24	Dorset Council: Pension Contributions, Month 4
EB 12.07	£129.12	09.07.24	Aqua Care – Water Hygiene Testing pavilion 08.07.24
EB 12.07	£117.60	02.07.24	SafeZone Fire and Security – Routine maintenance of CCTV at Fryer Field
EB 12.07	£1,250.00	08.07.24	The Zorb Zone: Gladiator Jousting and Zorb Chicanes for WESTIVAL
EB 12.07	£250.00	11.07.24	Head Turners Face Painters – Face Painting for Westival
CHQ 6064	£500.00	12.07.24	Cash for Raffle Prizes for Westival
CHQ 6063	£310.00	12.07.24	Cash for floats for Westival
Total	£7,400.89		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 01 & 08.07	£12.81	07.06.24	Facebook: WESTIVAL FB Post Boosts (is debited in small amounts- £23 to date- budgeted £30)
DC 02.07	£124.50	03.07.24	Dorset Council- 2 rolls for purple sacks (1 X for Westival and 1 x for office)
DC 05.07	£104.40	05.07.24	Furniture at Work: Pavilion Chair
DD 12.07	£15.60	09.07.24	Sage – Payroll software 09.07- 08.08.24
DD 26.06	£395.56	12.06.24	SSE – electricity supply Pavilion
DD 26.06	£197.30	12.06.24	SSE – electricity supply Floodlights
Total	£850.17		

AGENDA ITEM 5c – Environment committee minutes 18.07.24

3208

WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 18th JULY 2024 in the Pavilion, Fryer Field, West Moors at 7.30pm.

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

OTHERS PRESENT: Amie Fawcett - Assistant to the Clerk

APOLOGIES: Cllr Mrs R Burke Cllr D Shortell

24/087 QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

24/088 DECLARATIONS OF INTEREST/DISPENSATIONS

None.

24/089 TO RECEIVE THE CLERK'S REPORT

- a) Park Way Car Park: the disabled parking bays have been re-marked.
- b) Cemetery Fees: Revised fees have been sent to all Funeral Directors and Stone Masons.
- c) Allotment Fees: All current allotment holders have been advised of the fee increase from April 2025.
- d) Bollards outside Tesco: Dorset Council have completed this work, but vehicles are still accessing the area in front by the cash machine, via Station Road and Park Way.
Members have requested this to be placed on the next Environment agenda to discuss installing additional bollards to prevent this parking.
- e) Pavilion: In order to accommodate external power supply requirements for Westival, external power points in a vandal proof box have been installed on the outside of the pavilion. This will also improve the situation with trailing cables. The cost of this work was £486.00
- f) Speed Indicator Device: Dorset Council reinstalled this on Pinehurst Road on Wednesday 17th July.
- g) Dorset Council will be reducing the number of times it cuts the grass per year from 7 cuts to 2 cut and collect.
- h) A request has been received by a resident for a bin to be located at the entrance to the Planation from Oakhurst Road, mainly for the purpose of disposing of dog waste. Dorset Waste have been contacted and we are waiting for them to see if they will install a bin or whether WMTC would have to pay for it. Also, who will pay for the cost to empty. This matter will appear on a future agenda once all the details have been received.
- i) A resident has come forward to ask if they can cut back the overgrown verges where the grass is now encroaching on the footpaths. They have offered to do this to tidy up West Moors but wish to be paid for doing it. They have

suggested that they would use their own tools but would require the council to provide waste disposal for the green waste. This is the sort of job a Lengthsman would usually do. We have spoken with Dorset Council about this and they do not have an objection to the Town Council taking this on.

Members agreed this is to be revisited at a later date.

- j) A resident has come forward to ask if the red bollards and lamp columns in Station Road could be painted. WMTC paid to have the bollards painted back in April 2015. We have been in contact with Dorset Highways, who have confirmed that it is very unlikely that DC will paint the bollards.

Members agreed that the painting of the bollards and lamp columns on Station Road, does not need to be carried out at this time, but would like to thank the resident for their interest in this matter.

24/090 CHRISTMAS DECORATIONS

Members reviewed a quotation for festive lighting for the next 3 years, including the provision for an additional tree to be lit up on the Petwyn.

After a discussion it was

RESOLVED to proceed with the festive lighting at Station Road as per the quotation from Light Angels.

Voting: unanimous

Members also discussed a quotation for festive lighting at the shops in Pinehurst Road.

After discussion it was

RESOLVED to proceed with the festive lighting at Pinehurst Road shops as per the quotation from Light Angels. It was suggested that the proprietors of the shops be asked if they could contribute to the cost in some way.

Voting: unanimous

24/091 PAVILION MEETING ROOM LIGHTING

Members reviewed 2 lighting designs and quotes for the pavilion meeting room.

After discussion it was

RESOLVED that no change is necessary at this time, and the existing lighting remain in place.

Voting: Unanimous

24/092 CEMETERY MATTERS

a) General

It was noted that the badgers have been active, but all holes once found are filled in and that there have been complaints about the water pressure, after inspection it was discovered that one tap had not been fully closed off.

b) Oversize Memorial

Members discussed an application for an oversized memorial to be placed in the cremated remains section of the cemetery.

After discussion it was

RESOLVED that the memorial as described within the report be allowed to be installed on Cremation plot CRLL08.

Voting: Unanimous

24/093 UPDATE: PUBLIC TOILETS

The new external doors for the toilets have been ordered, an installation date has been arranged for the 23rd October.

The radar lock has been received and will be fitted before the new door is installed

24/094 UPDATE: ALLOTMENTS

Repairs to two water tanks have been carried out as they were overflowing.

24/095 CORRESPONDENCE

ICCM Journal summer 2024 issue

The Chairman declared the meeting closed at 20:00hrs

The next meeting of the Environment Committee is scheduled for 12th September 2024 at 19:30hrs

SIGNED DATE
Chair of Environment Committee

AGENDA ITEM 6 – 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.

1. Reminder of Strategic Plan session on 8th August at 7pm.

AGENDA ITEM 7 – Accounts for Payment

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

AGENDA ITEM 8 – Westival Debrief

BUDGET

Income							
Stalls	Food & Drink	Raffle	Zorb chicane & jousting	Face painting	Sponsors	Cole/Alfies	Total Income
£1,115.00	£589.50	£901.00	£249.10	£86.00	£5,070.00	£260.00	£8,270.60
Expenditure							
Advertising	Misc/extra	Music	Entertainment	RAFFLE	Total EXP		
£1,567.60	£1,554.98	£1,360.00	£2,395.00	£1,000.00	£7,877.58		
SURPLUS: £393.00							

ATTENDANCE

Based upon the results of the 3 "Clickers" that were in action, the total figure of attendees was 2,771, but this did not include the 100 or so that arrived quite early, before the event opened, and it is believed that many were not associated with the stall holders.

Due to the unpleasant weather around 12noon, the event was noticeably busier from approximately 1pm.

With such a number of attendees arriving by vehicle, the overflow car park needed to be opened next to the MUGA.

It appeared that we did not utilise all the space at Julia's Farm, due to errant parking by visitors, despite great efforts by the volunteers to maximise the available space.

Provision of parking is an area that will require assessment prior to future events.

FACILITIES/INFRASTRUCTURE

1. The 10 gazebos were extremely helpful, they were utilised during the showers and when the sun was shining, they even helped to shelter the Chitty, Chitty, Bang, Bang, car in the heavy rain shower.
2. Provision of further bins would be required for an event of a similar size, unfortunately there were a lot of bags left from vendors and stall holders, despite an email asking them to take all rubbish home. This matter would need to be addressed for future events.
3. The option of portable toilets would need to be considered (possibly to be positioned by the entrance to FF by the Gym Equipment), there were a few complaints about the queue for

the ladies. A plan to allow access to the Youth Club next door was created but, on this occasion, did not need to be implemented.

4. The rules about leaving cars in the Pavilion Car Park whilst loading and unloading, needs to be stricter. If there are extra vehicles for a stall, then it is better for them to park by the stall whilst unloading, and then it is obvious when it needs to be moved. It is impossible to monitor this if in the pavilion car park. An instance that happened often was someone arrived late and said they were here to 'drop something off'. If so, they still need to use Julia's Farm.

Leniency was given this year, and it was abused unfortunately. It is time consuming to keep counting how many spaces are left and informing the marshals how many more disabled spots are available.

5. At the end of the event, exhibitors from FF and public from Julia's Farm caused a backlog on Bond Avenue, so, even if the overflow by the MUGA is not used for parking during the event, the vehicle gate there needs to be opened to free up some of the traffic, providing 2 exit points: WMMH and Bond Avenue.

6. Plastic outdoor chairs need to be purchased from the WESTIVAL budget for the next event, as 2 of the pavilion chairs (older ones) were ruined from the downpour of rain at the end.

7. A request was made for more road signage, by those that were travelling by bus and car to the event, coming from Verwood. Not knowing where Fryer Field was, some signs to indicate which direction before reaching Bond Avenue, apparently, would assist.

FOOD

1. The Vegan Supplier, Green Label Kitchen, won't be returning as they reported that their sales were not sufficient.

2. Martin Ellie's vegan paella and jackfruit burgers also appear to have been not well received. An alternative spot would be required as positioning next to the Music Truck resulted in their power supply tripping often.

3. Marie's Cakes, Pizza With Love, Lime Coast Fish 'n' Chips, Bratwurst, Mini Donuts & Slushies, TUCKY's would all like to return. The coffee van we have previously used - Golden Gate - had to cancel the day before, as their van broke down, so a replacement was found, but for the next event, GG will be invited back. The Bar claimed not to have done as well as hoped so it is unsure if they would be returning. There were some comments that they were quite expensive.

Big Chief's Ice's are happy to return.

RAFFLE

1. The CASH raffle was definitely a success. More raffle tickets had to be sourced during the event and many people were purchasing strips at a time, not singularly.

The winners that came to the office to collect their envelopes were overwhelmed.

£500: "We are having a baby in 2 weeks, this is going to be an amazing help"

£300: "in the 84 years of my life, I have never won any money. I will be putting this towards the many charities I help with. Thank You."

£200: "I can't believe it, this is awesome".

2. A comment on Facebook claimed it was not clear a raffle was 'being done'. Perhaps another frame with a poster, identical to the one at the entrance from the WMMGH car park would inform those visitors entering from Julia's farm car park

ACTIVITIES:

1. The Zorb Zone company did not provide a sufficient level of service, for various reasons. For the outlay spent, it did not prove to be as attractive to the public as hoped.

2. In contrast one of the biggest crowd pleasers and most likely the one with the most viewed of the day was the Bike stunt show, URBAN DISPLAYS. This could be presented as a bigger feature, providing visitors with more of what they loved.

3. Ferret racing was just as popular as ever, so should always be invited back.

4. The Dog Bar structure that was borrowed from Pamphill, wasn't necessary.

A wooden sign Saying WATER FOR DOGS, under gazebo would be sufficient. This reduces the work carried out by the Groundsman who kindly collected and returned it.

STALLS

Only one stall cancelled on the morning of the event, but 2 stall holders requested a stall the day before and attended. We presented 70 stalls in total. This is an increase of 20 from 2023. More can be accommodated, and there is a list of many more to invite.

WHEEL DISPLAY

Certain car clubs that did not show this year, without any warning, will not be invited back, as empty spaces did not present a great look.

The space could be used for more stalls.

There were 120 cars booked for the day but only 90 attended.

MUSIC

1. The Band, Audio All Stars, seemed to be enjoyed by most, and volunteers reported many comments about how good they were. They would be a desirable option to book again.
2. To continue the atmosphere whilst the band are not on stage, further entertainment ideas can be investigated. Presenting “Krazy Kev” at the truck during a music break would potentially draw even more numbers to view what is already a very attractive and well delivered show.

VOLUNTEERS

1. Despite having 30 volunteers to help throughout the day, a higher number is required to continue the delivery of a successful event and to allow the lessons learnt from 2024 to be addressed.
2. The level of visitors by vehicles this year brought additional pressure on our volunteers and has highlighted that this role would benefit from hiring individuals with a level of experience and appointing a dedicated supervisor to the task. We received negative feedback on the parking organisation this year despite the fantastic efforts of all those involved. 6 car park marshals would be needed for Bond Avenue (2), Julia’s Farm field (2) and the gate and lane (2). If employed, it can be the same 6 marshals for the duration. This leaves our volunteers available to carry out other tasks.
3. A ‘no abuse is tolerated’ sign needs to be displayed at all car park marshal points.
4. A second coordinator is required to assist the main event coordinator on the day. With the current size of event the second person will allow better delivery and less strain on one individual.
5. A separate person is required for announcements only, to keep visitors up to date, in time and allocated to that area only.
6. An electric scooter could be used to navigate the field during the event, which would relieve pressure from the event coordinator and increase time efficiency.
7. Clickers are no longer required as the event has been established to the point that the footfall can be estimated from the crowds alone. It has proven to be successful enough to entice new stall holders and entertainers each year.

SUMMARY:

The feedback from those that we have heard from was positive and encouraging. It appears that the day was a success, in that we provided the community with a social event where local residents and visitors can enjoy a few hours of fun.

Cllr Yeo kindly relayed that she overheard some children expressing that they did not want to go home.

The Winner of the Wheel Display expressed how his friends from Verwood loved it and that they would return every year – none of them knew where Fryer Field was prior to the event.

This year was the fourth time that we have delivered WESTIVAL, it appears that the event coordinator must be able to commit a large amount of their personal time to the project, particularly if they are employed in a permanent position.

Members are asked to consider carrying out a review of the role of WESTIVAL Event Planner, by using the independent Consultant that reviewed the Office Staff salaries in 2022. GR Consultancy Ltd, have quoted £250, and can submit a report by 3rd August. See quote below.

Gwilym Rippon and Associates
GR Consultancy Ltd.
Local Government Specialist
Fellow of the SLCC, Member of the IIMC
Cert He Ceg, CiLCA (Wales and England)
Tel No. 01938554065
Mobile 07799888324
email gwilymripon@btinternet.com

WESTIVAL EVENT PLANNER ROLE REVIEW QUOTATION

"My thoughts are to incorporate the WESTIVAL EVENT PLANNER ROLE as one Job Description, and one contract.

If you were to cease employment with West Moors Town Council, then they could if they wish, split the role into two again.

They would then have the option of employing one person to do the lot or two people doing the differing roles. That would be my advice.

I have reviewed your previous report and see that at the time of writing, you had a resignation of a communications officer, and those duties were passed to yourself.

In your job description, it states that you are to 'assist' with the organisation with Parish events.

From what it seems, it is clear that your role has changed.

If you have adopted the model Financial Regulations under Section 11 subsection 11.1 it states

'Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.'

I would argue that a consultant specialising in staff reviews fall into this category

My fee to review your change of Job description and how that affects your remuneration and hours of work would be £250.

If Council agrees with this, I would be able to produce the report by the end of August.

In West Moors Town Council Finance Regs it states:

5.10: For smaller purchases, the clerk shall seek to achieve value for money.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. *specialist services*, such as legal professionals acting in disputes.

AGENDA ITEM 9 – 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 10 – 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 11 – Correspondence

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