

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](mailto:office@westmoors-tc.gov.uk)



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 27<sup>th</sup> MARCH 2025** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

*J Weedon*

Judi Weedon  
Clerk

20<sup>th</sup> March 2025

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

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## 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 27<sup>th</sup> February 2025 \(pages 3288-3291\). 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](#) 06.03.25 (pages 3292-3293)
  - b) [Environment committee](#) 13.03.25 (pages 3294-3295)
  - c) [Finance and General-Purpose committee](#) 27.03.25 (pages 3296-3300)*Recommendations 24/319a, 24/319b, 24/319c*
6. [To Receive Clerks report](#)
7. [To Approve Accounts for Payment](#)
8. [To Approve Meeting Schedule for 2025/26](#)
9. [To Consider Donation to the Dorset History Centre](#)
10. [To Receive Update on Strategic Plan – Promoting West Moors Consultation](#)
11. [To Investigate installing CCTV in Park Way Car Park](#)
12. [To Receive Report from Dorset Councillors](#)
13. [To Receive Westival Planning Update](#)
14. [To Receive Information from Members](#)
15. [To Receive Correspondence](#)

COUNCIL MINUTES ARE AVAILABLE TO VIEW AT [www.westmoors-tc.gov.uk](http://www.westmoors-tc.gov.uk)

### **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.*

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### **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

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### **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.

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## AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 27.02.2025

3288

### WEST MOORS TOWN COUNCIL

**MINUTES** of the **TOWN COUNCIL MEETING** held on Thursday 27<sup>th</sup> February 2025 in  
The Pavilion, Fryer Field at 7.30pm.

**PRESENT:**

Cllr Mrs R Burke - 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 J Staig	Cllr C Way
Cllr Mrs P Yeo		

**OTHERS PRESENT:** Mrs Judi Weedon, Town Clerk  
Two trustees from the Youth Club

**APOLOGIES:** Cllr K Wilkes  
(reasons for absence were noted)  
Dorset Councillor A Skeats

**Absent without apologies:** Cllr D Shortell

#### **24/287 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Two Trustees from the youth club addressed the council on the recent issues facing the youth club. They gave a detailed explanation of the current situation.

They also informed members that they had a meeting with Dorset Council youth services who did not express any concern with the way the club is now operating.

They stated that they had a good youth session on Monday evening with 17 young people in attendance and would be trying to attract more young people by holding a community day.

Members thanked the trustees for their candour and appreciated that they had taken the time to attend the meeting.

#### **24/288 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)** None

#### **24/289 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 30<sup>th</sup> JANUARY 2025**

Having been circulated, the minutes on pages 3284-3287 were agreed, adopted and signed.

#### **24/290 TO RECEIVE TOWN CLERKS REPORT**

1. The litter pick held on the 8<sup>th</sup> February saw over 30 volunteers.
2. The Clerk attended a meeting with Cllr Skeats and Dorset highways to discuss traffic issues in West Moors.
3. The Chair and the Clerk attended the Mothers Union meeting on the 17<sup>th</sup> February to give a talk about the Town Council. The talk was well received.
4. Cllr Staig has completed FILCA training. Members congratulated Cllr Staig on his achievement.
5. The Clerk now has access to the back office for the EV chargers. This shows how often they are used and various other information. In January the fast charger was used 50 times using 1433.55 kWh. The slow charges were used 5 times and used 97.27 kWh.

6. The Clerk and Assistant have attended training courses entitled: Grave Ownership and Registration, Email marketing essentials for Councils, Advanced use of ChatGPT, Council GDPR Essentials, Burial Law in the UK.
7. Snowdrops have been planted on the Petwyn to remember Colin Ellis. The snowdrops were kindly donated by a local resident.
8. Reminder of Dementia Awareness training session before the Council meeting on the 27<sup>th</sup> March at 6:15 in St Marys Church Hall.
9. Heavy duty bunting has been purchased for use at events organised by the council.

#### **24/291 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 3291 of these minutes. (Cllr's Yeo and Hawkes to authorise the electronic payments)**

*Voting: unanimous*

#### **24/292 STRATEGIC PLAN SURVEYS UPDATE**

Members received a presentation on the latest survey entitled 'West Moors Town Council Objectives for Enhancing Town Services and Community Amenities'.

It was noted that the response rate was very low.

There is one survey left which will go live on Monday 3<sup>rd</sup> March.

A report will be published in time for the annual town assembly with an overview of the results from all the surveys.

#### **24/293 DORSET COUNCILLOR REPORT**

No report was received.

#### **24/294 WESTIVAL 2025 UPDATE**

Members received a brief update on the progress of the event to date.

They also received an update on the VE-Day event preparations. It was noted that Canva software is being used in the office to produce publicity and members felt it would be prudent to pay for a subscription (£100 per annum) to this service instead of using the free version, to allow for more professional publicity to be produced.

#### **24/295 INFORMATION FROM MEMBERS**

Cllr C Way having previously submitted a written report about the youth club, felt this matter had already been covered.

Cllr Mrs P Yeo reminded members of the Dementia Awareness training session prior the March Council meeting.

Cllr Mrs N Senior advised that there were issues accessing the allotments due to deep mud at the entrance. Clerk to speak with Sturts Farm about this.

Cllr T Salt reported Speedwatch statistics. Since starting the group in November 2023, there have been 78 sessions, counting 57,000 vehicles, 764 first offender letters had been sent, 11 second offender letter and 1 third offender.

Cllr Salt felt that the average speed had reduced and that the Speedwatch was having an impact.

Cllr Mrs R Burke reported on her attendance at the Mothers Union with the Clerk. The presentation given was well received.

**24/296 CORRESPONDENCE**

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

The Chair declared the meeting closed at 20:23 hrs.

The next meeting of the Town Council will be held on 27<sup>th</sup> March 2025 at 19:30hrs.

SIGNED ..... DATE .....  
Chair



<b>Payments made in between meetings</b>			
EB 28.02	£4,559.06	28.02.25	Staff Salaries - Month 11 - Feb
<b>Payment list dated 27.02.25</b>			
Payment method	Invoice amount	Invoice date	Details
EB 28.02	£503.75	29.01.25	Net World Sports - Pickleball posts and nets
EB 28.02	£84.00	03.02.25	Boiler Geeks - Call out to public toilet (men's) re flush not working
EB 28.02	£195.00	07.02.25	Boiler Geeks - repairs to public toilets (men's)
EB 28.02	£1,544.11	01.02.25	Terraforma - Grounds Maintenance for January
EB 28.02	£450.00	31.01.25	Terraforma - For moving Speed Indicator Devices on rotation from March to December
EB 28.02	£481.85	05.01.25	Terraforma - For cutting allotment grass from April to October and disposal of green waste from allotments
EB 28.02	£129.12	11.02.25	Aquacare: Water hygiene testing at Pavilion for February
EB 28.02	£112.27	12.02.25	South West Hygiene - Sanitary bin disposal 12.03.25 to 11.06.25
EB 28.02	£64.52	30.01.25	Source for Business - Water charges, Council office - 27.07.24 to 29.01.25
EB 28.02	£6.19	03.02.25	Source for Business - Water charges, Allotments - 07.01.25 to 02.02.25
EB 28.02	£1,726.46	12.02.25	HM Revenue and Customs - Tax and NI for Month 11
EB 28.02	£1,719.35	12.02.25	Dorset Council - Pension Contributions Month 11 - Feb
EB 28.02	£200.00	11.02.25	Paul Reynolds - Internal Audit Services from Oct 24 to January 25
EB 28.02	£19.08	10.02.25	Source for Business - Water charges - Cemetery - 12.08.24 to 09.02.25
EB 28.02	£89.24	20.02.25	Hampshire Flag Company - Bunting for VE Day celebrations -
EB 28.02	£1,420.80	20.02.25	Verwood Cleaning Services - Public toilet and Pavilion cleaning Jan/Feb, plus supply of toilet rolls
CHQ 6065	£102.00	20.02.25	Mr Maddams - Buy back of cemetery Plot F70
<b>TOTAL</b>	<b>£8,847.74</b>		
<b>Direct Debits and Debit Card payments</b>			
Payment method	Invoice amount	Invoice date	Details
DD 09.02	£18.00	09.02.25	Sage - Payroll software monthly charge
DD 24.02	£258.01	30.01.25	Source for Business - Water charges for Fryer Field/Pavilion 20.08.24 to 29.01.25
DD 25.02	£128.41	01.02.25	1st Connect - Phone and broadband charges for office and pavilion 01.02.25 to 28.02.25
DD 28.02	£234.59	11.02.25	SSE - Electricity charges, public toilets 01.11.24 to 20.01.25
DD 28.02	£547.81	13.02.25	SSE - Electricity charges, Council office 08.10.24 to 30.01.25
DD 18.03	£420.00	18.02.25	BNP Paribas - Photocopier lease 18.03.25 - 17.06.25
DC 12.02	£64.20	12.02.25	CNM Online - Vandal resistant Toilet roll holder for men's public toilet
DC 25.02	£28.88	25.02.25	Vistaprint - CCTV signs for pavilion
<b>Total</b>	<b>£1,699.90</b>		

## AGENDA ITEM 5a – PLANNING CONSULTATIVE MINUTES 06.03.2025

3292

### WEST MOORS TOWN COUNCIL

**MINUTES** of the **PLANNING CONSULTATIVE COMMITTEE** held on  
**Thursday 6<sup>th</sup> March 2025** in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

**PRESENT:**

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

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

**APOLOGIES:** Cllr Mrs R Burke  
(reasons for apologies were noted)

**24/296 DECLARATIONS OF INTEREST**  
None

**24/297 PUBLIC DISCUSSION PERIOD**  
None

**24/298 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/NOTP/2025/00652 - Pennington Road**

Removal of payphone.

*No Objection*

**P/NMA/2025/00742 – 15 Heatherdown Road**

**For information only**

Non Material Amendment to P/HOU/2024/05789. Amendments to windows.

*This application was approved by Dorset Council prior to the meeting.*

**P/STA/2025/00791 – 149-151 West Moors Filling Station, Ringwood Road**

Upgrade from a single phase to three phase power supply. As part of SSE's reinforcement works to facilitate this request we need to carry out the following to an existing overhead line network:

H.V shut down - H.V shutdown cards 1-49: 1 x Dismantle OHL Light duty, 2 x Dismantle H.V pole, 4 x Dismantle Block and stay, 1 x Dismantle H.V pole term all works. Then 1 x Install Terminal pole, 1 x Pole term all works, 1 x Install section pole, 4 x Install block and stay, Install 1 span of HD OHL, 71 m x 120 BLX, 1 x Reconnect OHL H.V Line Light, 1 x Reconnect OHL H.V Line heavy, re terminate H.V underground.

*No Objection*

**P/HOU/2025/00971 - 197 Uplands Road**

Demolish garden room and porch and erect new garden room and porch

*No Objection*



**24/299 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL****P/FUL/2024/04936 – Sturts Farm**

Demolition of an agricultural barn and construction of three new buildings for 11 residential units, together with associated access and parking, landscaping, foul and surface water drainage facilities and other associated and necessary infrastructure.

**WMTC Comments**

Support

**Dorset Council Decision**

Granted

**P/HOU/2024/05845 – 77A Elmhurst Road**

Erect oak framed single garage

**WMTC Comments**

OBJECT - No Site Notice was visible.

WMTC strongly oppose the construction of a garage in the front garden. This would cause a detrimental impact and is not in keeping with any other properties in Elmhurst Road.

If this were to be approved then other properties may also wish to construct garages in the front gardens and this would excessively damage the look and ambience of the street scene.

**Dorset Council Decision**

Permitted by Eastern Area committee on 22.01.2025

**P/STA/2025/00070 – The Stud Cottage, Newmans Lane**

Notification of intention to replace existing pole and stays

**24/301 NOTIFICATION OF PLANNING APPEALS**

None

**24/302 NOTIFICATION OF TREE MATTERS****Tree Preservation Orders:**

None

**Tree Work**

7a Abbey Road	<b>CONSENT TO:</b> T1 Maritime pine: Fell. T2 Scots pine: Fell. T3 Scots pine: Fell.
Flat 1 Knightstone Grove	<b>REQUEST TO:</b> Western Red Cedar - Crown lift to 5.2m over access road.

**24/303 CORRESPONDENCE**

None

The Chairman declared the meeting closed at 19.08 hrs

The next meeting of the Planning Consultative committee is scheduled for the 3<sup>rd</sup> April 2025.

SIGNED ..... DATE .....  
CHAIR OF PLANNING CONSULTATIVE COMMITTEE



3294

**WEST MOORS TOWN COUNCIL**

**MINUTES** of the **ENVIRONMENT COMMITTEE** held on  
**THURSDAY 13<sup>th</sup> MARCH 2025** 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 J Randall	Cllr T Salt	Cllr D Shortell
Cllr J Staig	Cllr Mrs P Yeo	

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** None

**24/304 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None.

**24/305 DECLARATIONS OF INTEREST/DISPENSATIONS**  
None.

**24/306 TO RECEIVE THE CLERK'S REPORT**

- a) Hatchards Copse trees overhanging Jubilee Copse were cut back by Dorset Council on the 10<sup>th</sup> March, they will also consider laying the hedge as a boundary in the future.
- b) Pickleball court lines were installed on the 28<sup>th</sup> February, posts and nets are up. Publicity has been set up to highlight the courts. Members asked that a poster explaining the rules of the game. It was also agreed to purchase a pickleball set (balls and racquets) for resident to borrow.
- c) Tree Inspections by the arboriculturist were carried out on council land on the 10<sup>th</sup> March. All trees were found to be in good order with no specific work required.
- d) Park Way Car Park: Relining of the car park has been scheduled for late March / early April. Repairs to the tarmac are required first, there is a large pothole where previous repairs have been carried out, this is being done by Dorset Council (they were the best quote). Also, where the cabling was installed for the EV chargers, the repairs are sinking, JoJu will be repairing this. The Salvation Army clothes bank has been relocated to the corner of the car park opposite the toilets.
- e) An alternative quotation was sought for opening, closing and cleaning the public toilets. This quote was higher than the cost currently paid by the Council for this service.
- f) The office has been receiving lots of complaints related to all the roadworks in West Moors, specifically about the installation of fibre, with residents not being informed of the works and the mess the contractors are leaving. These concerns are investigated by the DC highways officer.
- g) New CCTV signs have been purchased for the pavilion as the current ones were very faded.

- h) The monthly playground inspections have increased in cost from April by £240 per year.

**24/307 ANNUAL PLAYGROUND INSPECTIONS**

Members having reviewed the annual playground inspections from the Play Inspection Company

**RESOLVED that all the low risk items highlighted within the annual play inspection reports are left as they are, unless the risk increases.**

*Voting: Unanimous*

**24/308 CEMETERY MATTERS**

Members were informed of updates relating to an unauthorised memorial and artificial grass on plots.

After discussion members

**RESOLVED to amend the cemetery regulations to state that artificial grass is not permitted anywhere within the cemetery**

*Voting: Unanimous*

**24/309 UPDATE: PUBLIC TOILETS**

Unpleasant graffiti is appearing in the gents, this is removed as soon as it is reported to us.

A recent incident saw a toilet roll holder in the gents being vandalised beyond repair, this has been replaced.

An alternative quotation was sought for opening, closing and cleaning the public toilets. This quote was higher than the cost currently paid by the Council for this service.

**24/310 UPDATE: ALLOTMENTS**

Repairs to the post for the main gate have now been completed.

The area in front of the main entrance gate to the allotments is very muddy, Sturts/Gulliver's Farm have been contacted about this. Members felt that a solution to the muddy entrance was required, Clerk to contact Sturts again to see if some grave/ or crush and roll could be placed in the entrance way.

The water is due to be turned back on, on the 1<sup>st</sup> April.

**24/311 CORRESPONDENCE**

Allotment And Leisure Gardener Issue 1 2025

The Chairman declared the meeting closed at 19:48hrs

The next meeting of the Environment Committee is scheduled for 1<sup>st</sup> May 2025 at 19:30hrs

SIGNED ..... DATE .....  
Chair of Environment Committee



## AGENDA ITEM 5c – Finance and GP minutes 20.03.25

3296

### WEST MOORS TOWN COUNCIL

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 20<sup>th</sup> MARCH 2025 in the Pavilion, Fryer Field at 7.30pm.**

**PRESENT:** Cllr Mrs P Yeo – Vice Chair  
Cllr M Hawkes Cllr Mrs C Holmes Cllr Mrs N Senior  
Cllr J Staig Cllr K Wilkes

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** Cllr D Shortell Cllr J Randall Cllr C Way  
(reasons for absence were noted)

**24/312 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**24/313 DECLARATIONS OF INTEREST/DISPENSATIONS**  
None

**24/314 TO RECEIVE THE CLERK'S REPORT**

1. Lloyds Bank: Other banking providers are yet to be researched and considered. The first set of banking fees have been applied this month, but no breakdown of the fees provided. Clerk to discuss with bank.
2. Lloyds Bank: Letter received informing of closure of Ferndown Branch on the 17<sup>th</sup> November 2025.
3. Lloyds bank: letter informing of interest rate reduction for the 15<sup>th</sup> April on the business deposit account.
4. Lloyds Bank: The Assistant to the Clerk has been added to the bank mandate in order to access internet banking.
5. The internal auditor visited on the 12<sup>th</sup> February, everything was found to be in order. The next visit is scheduled for the 1<sup>st</sup> May, this will be the final visit from the current auditor.

**24/315 TO RECEIVE FINANCIAL INFORMATION**

- a) Members received bank reconciliations up to 28<sup>th</sup> February, as attached on page 3299 of the minutes.
- b) Internal Controls: Members received income reports for January and February. Bank statements and petty cash up to 28<sup>th</sup> February have been inspected and checked by the Chair, Cllr C Way and Vice Chair Cllr Yeo.
- c) CCLA Information was noted.

**24/316 ACCOUNTS FOR PAYMENT**  
It was  
**RESOLVED that the accounts for payment be approved as attached on page 3300 of the minutes. Cllr's Senior and Wilkes to authorise the electronic payments.**  
*Voting: Unanimous*

**24/317 APPOINTMENT OF INTERNAL AUDITOR**  
Members considered information received from 2 internal auditors for the forthcoming financial year. After discussion it was  
**RESOLVED to appoint Lightatouch as the internal auditor for West Moors Town Council for 2025, 2026 and 2027 after which time it will be reviewed.**  
*Voting: unanimous*



**24/318 GRANTS****a) Dementia Action Group**

Grant application for £114 to fund pocket sized prompt cards.

After discussion it was

**RESOLVED that a grant of £114 be awarded to the West Moors Dementia Action Group for 2025/26**

*Voting: unanimous*

**b) Oakhurst First and Nursery School PTFA**

Grant application for £1000 to assist with development of outside space for Year 1 students. Members felt that the Town Council should not be funding a statutory organisation such as a school and that they had lots more fundraising opportunities available to them for such projects. It was noted however, that child development is very important.

After discussion it was

**RESOLVED that Oakhurst First and Nursery School PTFA is not awarded a grant for this project.**

*Voting: 5 for, 1 against*

**c) West Moors Bowling Club**

Grant application for £5000 to assist with renewing the bowling green irrigation system.

Members felt that they should not be awarding grants to private members clubs as they have their own sources of income and their accounts provided with the application show reserves that could be used for this project.

**RESOLVED that West Moors Bowls Club are not awarded a grant for this project.**

*Voting: unanimous*

**24/319 COUNCIL POLICIES AND PROCEDURES**

Members reviewed the following policies

**a) Terms of Reference**

Members reviewed the Terms of Reference and after discussion it was

**RECOMMENDED that minor amendment are made to the Environment Committee Terms of reference as stated below:**

**Under Remit for the committee Park way Car park and public toilets are added.**

*Voting: unanimous*

**b) Absence Policy**

Members reviewed the Absence Policy and after discussion it was

**RECOMMENDED that the following wording is added:**

**A more formal review will normally be triggered by:**

- frequent short-term absences (4 occurrences in 6 months)
- long-term absence.

*Voting: unanimous*

**c) Discipline Policy**

Members reviewed the current Discipline Policy against the NALC model policy and after discussion it was

**RECOMMENDED that the Current WMTC policy remain in force with the following amendment:**

**1<sup>st</sup> written warnings will stay on file for 6 months after which time they become spent**

**2<sup>nd</sup> written warnings will stay on file for 9 months after which time they become spent**

*Voting: unanimous*

**24/320 CORRESPONDENCE**

None

**24/321 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 20:05hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for  
22<sup>nd</sup> May 2025 at 19.30hrs

SIGNED ..... DATE .....  
Chair of Finance and General-Purpose Committee

**West Moors Town Council****Bank reconciliation as at 28.02.2025**

Amount in bank as at 31/01/25	£250,817.05
Income during February	£5,680.09
Expenditure during February	£14,763.80
Amount in bank as at 28/02/25	£241,733.34

**Bank Reconciliation as at 28/02/2025**

Current	£4,418.29
Deposit	£212,372.18
CCLA PSDA	£25,000.00
Petty cash	£44.87
	-----
	£241,835.34
Less outstanding payments	£102.00
Plus unpresented receipts	£0.00
	-----
Total amount held in accounts	£241,733.34

**Long Term Investment:**

CCLA Property Fund	£121,203.60
(Nominal value at 31.01.2025)	

**Outstanding Loan Amount**

Public Works Loan	(£34,528.56)
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**Payments made in between meetings**

EB 28.03	£4,904.96		Staff Salaries Month 12

**Payment list dated 20.03.2025**

Payment method	Invoice amount	Invoice date	Details
EB 21.03	£45.00	26.02.25	A Hancock - Repairs to Noticeboards
EB 21.03	£8.74	20.02.25	Source for Business - Water supply at the Petwyn 14.08.24 to 18.02.25
EB 21.03	£17.83	27.02.25	Business Supplies Group - Stationery
EB 21.03	£62.90	14.03.25	Business Supplies Group - Stationery - printer paper
EB 21.03	£440.00	28.02.25	APM Lining and Marking - Marking out of 2 x Pickleball courts
EB 21.03	£72.00	01.03.25	VisionICT - Email hosting 3 accounts from May 2025 to April 2026
EB 21.03	£1,544.11	02.03.25	Terraforma - Grounds Maintenance for February
EB 21.03	£350.00	05.03.25	DAPTC - Planning event for 2 staff and 3 councillors
EB 21.03	£29.34	01.03.25	XCS - Photocopy charges from 01.12.24 to 02.03.25
EB 21.03	£129.12	10.03.25	Aquacare: Water hygiene testing at Pavilion for March
EB 21.03	£117.60	24.01.25	Breakthrough Communications - GDPR x 2 training sessions for clerk and assistant
EB 21.03	£115.50	28.02.25	Jaylee Refrigeration - Annual Service for heating system in council office
EB 21.03	£455.12	07.03.25	Classic Fire: annual fire extinguisher service: replacement of 1 x powder, 1 x water and 1 x foam extinguishers
EB 21.03	£869.76	12.03.25	Mark Hinsley Arboricultural Consultants - Tree Condition Survey of all trees on WMTC land
EB 21.03	£1,418.40	15.03.25	Verwood Cleaning Services - Public toilet and Pavilion cleaning Feb/Mar, plus supply of hand soap
EB 31.03	£1,726.86	17.03.25	HM Revenue and Customs - Tax and NI for Month 12
EB 31.03	£1,719.35	17.03.25	Dorset Council - Pension Contributions Month 12
EB 21.03	£522.00	07.03.25	Reformed Plastics - Memorial bench for cemetery
<b>TOTAL</b>	<b>£9,643.63</b>		

**Direct Debits and Debit Card payments**

Payment method	Invoice amount	Invoice date	Details
DD 09.03	£18.00	09.03.25	Sage - Payroll software monthly charge
DD 25.03	£135.39	01.03.25	1st Connect - Phone and broadband charges for office and pavilion 01.03.25 to 31.03.25
DD 03.03	£6.19	03.03.25	Source for Business - Water supply Allotment 03.02.25 to 01.03.25
DC 27.02	£49.98	27.02.25	Party Packs - VE Day decorations for event
DC 27.02	£1.50	27.02.25	Gov.uk - Probate paperwork for plot E37 to assist with transfer of plot – recharged to customer
DC 14.03	£33.99	14.03.25	UK Pickleball Shop - 2 sets of pickleball paddles and balls
<b>Total</b>	<b>£245.05</b>		

## **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. The next litter pick is scheduled for the 5<sup>th</sup> April.
2. After attending some recent training, please note that English parish and town council have a duty under the 2021 Environment Act to consider biodiversity in everything they do.
3. There have been a few amendments to the NALC Model Financial Regulations, this will be addressed at the next F&GP meeting.

## **AGENDA ITEM 7 – Accounts for Payment**

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

## AGENDA ITEM 8 – MEETING SCHEDULE

Members are asked to approve the attached draft meeting schedule for 2025/26

### Calendar of Meetings 2025/26

<u>May 2025</u>		<u>December 2025</u>	
1	Planning Consultative/Environment	4	no meeting
8	no meeting	11	Planning Consultative
15	Annual Town Council Meeting	18	Council
22	Finance	25	no meeting
29	Planning Consultative		
		<u>January 2026</u>	
<u>June 2025</u>		1	no meeting
5	no meeting	8	Planning Consultative
12	no meeting	15	Environment
19	Planning Consultative/Environment	22	Finance
26	Council	29	Council
<u>July 2025</u>		<u>February 2026</u>	
3	no meeting	5	Planning Consultative
10	Planning Consultative/ Finance	12	no meeting
17	Environment	19	no meeting
24	no meeting	26	Council
31	Council		
		<u>March 2026</u>	
<u>August 2025</u>		5	Planning Consultative
7	Planning Consultative	12	Environment
14	no meeting	19	Finance
21	no meeting	26	Council
28	Council		
		<u>April 2026</u>	
<u>September 2025</u>		2	Planning Consultative
4	Planning Consultative/Environment	9	no meeting
11	no meeting	16	Town Meeting (Annual Assembly)
18	Finance	23	Planning Consultative
25	Council	30	Council
<u>October 2025</u>		<u>May 2026</u>	
2	Planning Consultative	7	no meeting
9	no meeting	14	Annual Town Council Meeting
16	Informal Budget meeting	21	Planning Consultative/Environment
23	Planning Consultative	28	Finance
30	Council		
<u>November 2025</u>		<u>June 2026</u>	
6	Environment	4	no meeting
13	Planning Consultative/ Finance	11	no meeting
20	Informal Budget meeting if required	18	Planning Consultative/Environment
27	Council	25	Council



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**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

### **AGENDA ITEM 9 – DONATION TO DORSET HISTORY CENTRE**

A team member from the Dorset History Centre is attending the Annual Town Assembly on the 10<sup>th</sup> April to give a presentation and talk about West Moors.

We thought this might be a way to engage local residents.

The Dorset History center do not charge Town councils for speakers or events, as it's a great opportunity for them to talk about records for deposit and raising their profile – however, they have suggested that if the Town Council would like to make a donation to the Dorset Archives Trust, it would be very welcome.

Members are therefore asked if they would like to give a donation of around £100 to help support this vital service and for thanks for attending our Annual Assembly.

### **AGENDA ITEM 10 – Strategic Plan Update – Promoting West Moors Consultation**

An update on the responses received to the current Promoting West Moors consultation will be presented at the meeting.

A full report outlining the headlines from all the surveys will be available at the Annual Town Assembly on the 18<sup>th</sup> April.

We will then schedule a date for a meeting to discuss how to proceed with producing a strategic plan.

### **AGENDA ITEM 11 – Investigate additional CCTV for park way car park**

There has been a spate of vandalism at the public toilets located in Park Way car park and members are therefore asked if they would like to investigate the possibility of installing CCTV cameras in the car park area to cover the external part of the public toilets.

Members will also be given the opportunity to discuss other appropriate options.

## **AGENDA ITEM 12 – 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 13 – Westival Planning update**

Planning for this event on the 12<sup>th</sup> July is continuing.

All entertainment is now secured.  
Sponsorship is complete.

We have 46 stalls booked in so far plus 11 food vendors.

Over 100 cars have booked to attend.

At the May council meeting a list of all the stalls, entertainment, sponsors etc and a copy of the budget will be provided for members.

We will need a some volunteers to assist with collecting money for the climbing wall and bouncy castle, so if you know anyone who could help it would be appreciated.

## **AGENDA ITEM 14 – 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.

Cllr Way has sent in a copy of the latest youth club accounts, which is attached for members only.



**AGENDA ITEM 15 – Correspondence**

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