

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 a meeting of the **FINANCE & GENERAL-PURPOSE COMMITTEE** being held on **THURSDAY 11th JULY 2024 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

4th July, 2024

Committee Membership

Cllr C Way - Chair

Cllr M Hawkes

Cllr Mrs C Holmes

Cllr J Randall

Cllr Mrs N Senior

Cllr D Shortell

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 on any Matter on this Agenda
4. [To Receive Clerks Report](#)
5. [To Receive Financial Information](#)
 - a. [Bank Reconciliations up to end June 2024](#)
 - b. [Internal Controls and income reports to end June 2024](#)
 - c. [Budget Comparison Report up to 30th June 2024 \(1st quarter\)](#)
 - d. [CCLA Information](#)
6. [To Approve Accounts for Payment](#)
7. [To Review Policies and Procedures](#)
 - a. [Council Representation on Outside Bodies](#)
 - b. [Grants and Donation Policy](#)
 - c. [Retention Policy](#)
8. To Consider Grant Applications
 - a. [West Moors Dementia Action Group](#)
 - b. [Colehill and Wimborne Youth and Community Centre \(The Reef\)](#)
9. [To Receive Correspondence](#)
10. [Staff Matters:](#)
 - a. Sickness Report
 - b. Overtime report
 - c. Annual Leave report

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Agenda Item 4 – Clerks Report

Nothing to Report

Agenda Item 5 – Financial Information

Agenda 5a – Bank Reconciliations

Bank Statements up to 30th June have been checked by Cllr Way and should any other member wish to inspect the bank statements they can be emailed or made available at the meeting

West Moors Town Council

Bank reconciliation as at 31.05.2024

Amount in bank as at 30/04/24	£303,377.69
Income during May	£5,502.72
Expenditure during May	£21,811.06
Amount in bank as at 31/05/24	£287,069.35

Bank Reconciliation as at 31/05/2024

Current	£2,989.13
Deposit	£257,861.57
CCLA PSDA	£25,000.00
Petty cash	£14.32

	£285,865.02
Less outstanding payments	£7.17
Plus unpresented receipts	£1,211.50

Total amount held in accounts	£287,069.35
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Long Term Investment:

CCLA Property Fund	£119,913.78
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(Nominal value at 31.03.2024)

Outstanding Loan Amount

Public Works Loan	(£37,360.67)
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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)

Agenda Item 5b – Income reports

Received Income 01.05.2024 to 31.05.2024

Reference	Accepted date	Gross	Organisation	Details
MAC240501PATTE	01/05/2024	£42.00	Patterson Mr J	Allotment rent 2024.25 - Plot 19
IN240501ELDRIDGE	01/05/2024	£68.00	Eldridge Mrs A	Allotment rent 2024.25 - Plot 28
IN240501TERRA	01/05/2024	£50.00	Terrafirma Maintenance Southern Ltd	Tractor Rent
IN240501TWOMGUIL	01/05/2024	£10.00	West Moors Townswomen's Guild	Westival stall fee
IN245001VTYFCU13	01/05/2024	£80.00	Verwood Town FC U13's	Sports fees
IN240501LWILSON	01/05/2024	£20.00	Mr Lee Wilson	Hire of F Field for training during APRIL 2024 (Sat am's)
IN240502TURTON	02/05/2024	£6.00	Turton, Holly Mrs	Allotmetn rent
500267	02/05/2024	£148.50	Various	Kitchen Caddy Bag sales APRIL 2024
500267	02/05/2024	£7.50	Various	Dog Waste Bag sales APRIL 2024
500267	02/05/2024	£7.50	Various	Radar Key X 1 (£6.00) and photocopying (£1.50)
IN240503CCLA	02/05/2024	£107.19	CCLA Public Sector Deposit Account	Interest
IN240503WILLIAM	03/05/2024	£110.00	Williams Monumental Company	Cemetery fees
IN240503WALGROV	03/05/2024	£10.00	Rotary Club	WESTIVAL STALL FEE
IN240507NPHILLIPS	07/05/2024	£47.00	Phillipson, Mrs Natalie	Allotment rent 2024.25 - Plot 37
IN240507FOTSOG	07/05/2024	£20.00	Friends of The Strays of Greece-Charity No 1094238	Changing Room (Storage) No 5 - MAY 2024
IN240508FOTSOG	08/05/2024	£50.00	Friends of The Strays of Greece-Charity No 1094238	Hire of Fryer Field and the Pavilion Sunday 2nd June 2024 ALL DAY for the FUN DOG SHOW
card	08/05/2024	£31.50	Various	food and dog bag sales
IN240509GRANGE	08/05/2024	£336.00	Grange Athletic YFC	muga hire
IN240509GRANGE	09/05/2024	£30.00	Grange Athletic YFC	Hire of pavilion
Card240509RWILKIN	09/05/2024	£28.00	Various	Cemetery fees
IN240509JP	09/05/2024	£1,030.00	J Parker	Cemetey fees
IN240510OH	10/05/2024	£200.00	Nicholas O'Hara Funeral Directors	Cemetery fees
Card240510EDDO	10/05/2024	£15.00	Freedom Nutrition	Westival stall
IN240513THARRIS	13/05/2024	£68.00	Harris Mrs Tracy	Allotment rent 2024.25 - Plot 18
IN240513DOGPAW	13/05/2024	£30.00	Dogpawrium	Westival stall fee
IN240513WMGP	13/05/2024	£30.00	West Moors Village Surgery	Hire of Pavilion Monday
IN240513PYM	13/05/2024	£26.00	Verwood Family Church FC	Sports fees
IN240513WI	13/05/2024	£10.00	West Moors Women's Institute	WESTIVAL stall fee
IN240509LLoyds	13/05/2024	£226.03	Lloyds Bank	Deposit Account Interest - April
IN240513COSSINS	13/05/2024	£16.00	Pinehurst Community Church	Sports fees
Card240514ATFit	13/05/2024	£15.00	Anytime Fitness Extreme Leisure	Westival stall fee
MAC240514CSOCIE	14/05/2024	£20.00	The Children's Society	Westival stall fee
CARD	14/05/2024	£18.00	Various	food and dog bag sales
IN240514PIPPALUK	14/05/2024	£15.00	Pippaluk Crafts	Westival stall fee
IN240515JBERRY	14/05/2024	£17.50	John Berry	Hire of Pavilion
IN240516K&B	15/05/2024	£200.00	K&B Installations	WESTIVAL SPONSORSHIP

Card240516SMITCHE	16/05/2024	£28.00	Various	Cemetery fees
IN240520WIMBFELI	16/05/2024	£10.00	Wimborne and Ferndown Lions Club	Westival stall fee
IN240520PYM	20/05/2024	£26.00	Verwood Family Church FC	Sports fees
IN240521COSSINS	20/05/2024	£16.00	Pinehurst Community Church	Sports fees
IN240524HARRISON	21/05/2024	£105.00	Ferndown All Stars	Sports fees
CARD	28/05/2024	£59.50	Various	food and dog bag sales
IN240528PYM	24/05/2024	£26.00	Verwood Family Church FC	Sports fees
IN240529LPARRETBVIEW	28/05/2024	£15.00	Brook View Nursing Home	Westival stall fee
IN240530GRANGE		£90.00	Grange Athletic YFC	muga hire
IN240530WMYFC	30/05/2024	£415.00	West Moors YFC	Sports fees
CARD	29/05//24	£5.00	Various	food and dog bag sales
IN240530MAMDA	29/05/2024	£15.00	Me and My Dog Academy	Hire of Fryer Field Friday 7th June 6-9pm for dog training
IN240530COSSINS	30/05/2024	£16.00	Pinehurst Community Church	Sports fees
IN240530WMYFC	30/05/2024	£72.00	West Moors Youth FC	Sports fees
IN240530MWOOD	30/05/2024	£15.00	Moria Wood	WESTIVAL stall fee
500268	30/05/2024	£200.00	Blue Barber Shop	WESTIVAL SPONSORSHIP
500268	31/05/2024	£10.00	Dementia Action Group	Westival stall fee
500268	31/05/2024	£1.50	Freedom Nutrition	Photocopying
500268	31/05/2024	£1,000.00	Michael John Cole	Memorial Bench
IN240531PHOENIX	31/05/2024	£128.00	Phoenix YFC	Sports fees
IN240531CHOLT	31/05/2024	£104.00	Ferndown Wednesday Walking Football	Sports fees
Total Income		£5,502.72		

Received Income 01.06.24 to 30.06.24

Reference	Accepted date	Gross	Organisation	Details
IN240603TERRA	03/06/2024	£50.00	Terrafirma Maintenance Southern Ltd	Hire of Tractor
IN240604 FOTSOG	04/06/2024	£20.00	Friends of The Strays of Greece	Changing Room (Storage) No 5 - JUNE 2024
IN240604GRANGE	04/06/2024	£350.00	Grange Athletic YFC	Tournament Fee
500268	04/06/2024	£99.50	Various	Bag sales
Card	04/06/2024	£27.00	Various	Food Bag Sales
IN240604COSSINS	04/06/2024	£16.00	Pinehurst Community Church	MUGA fees
IN240605PAWRMH	05/06/2024	£15.00	Honey By Ian	Westival stall fee
IN240605JBLACK	05/06/2024	£15.00	Utility Warehouse Discount Club	Westival stall fee
IN240606RWOODW	06/06/2024	£10.00	Ringwood Woodcarvers	Westival stall fee
IN240607WMGP	07/06/2024	£30.00	West Moors Village Surgery	Hire of Pavilion Monday 10th June 2024
IN240509LLoyds	09/06/2024	£296.42	Lloyds Bank	Deposit Account Interest - May
IN240610HINSTEAD	10/06/2024	£15.00	Home Instead	Westival stall fee
IN240610WIREDSMIT	10/06/2024	£15.00	Wire Art Guy (Was Danny Sculptures)	Westival stall fee
Card240610KJtarling	10/06/2024	£28.00	Various	Cemetery fees

IN240610NROSS	10/06/2024	£15.00	2nd Chance Kaos Designs	Westival stall fee
IN240611WILLIAMS	11/06/2024	£110.00	Williams Monumental Company	Cemetery fees
Card		£40.50	Various	Food Bag Sales
IN240612WILKES	12/06/2024	£550.00	MB Wilkes	WESTIVAL SPONSORSHIP
IN240612HMEAD	12/06/2024	£80.00	High Mead Farm	40 off Hay Bales for WESTIVAL
IN240613HMEAD	13/06/2024	£10.00	High Mead Farm	Westival stall fee
IN240613GAFC	13/06/2024	£49.32	Grange Athletic YFC	Tournament utilities cost Water & Sewerage
IN240613GAFC	13/06/2024	£53.30	Grange Athletic YFC	Tournament utilities cost Electricity
IN240613JBERRY	13/06/2024	£17.50	John Berry	Hire of Pavilion
IN240614PACFC	14/06/2024	£130.00	Parley Ability Counts FC	Hire of MUGA
IN240617FIT+HEAL	17/06/2024	£15.00	Fit and Healthy Chiropractic	Westival stall fee
IN240617SCOX	17/06/2024	£30.00	Hants & Dorset Card Club	Hire of Pavilion
IN240618COSSINS	18/06/2024	£16.00	Pinehurst Community Church	Hire of MUGA
IN240618MMOONSIS	18/06/2024	£15.00	Mystic Moon Sisters	Westival stall fee
Card	18/06/2024	£59.00	Various	Bag Sales
IN240619CCAKETIN	19/06/2024	£15.00	Chloe's Cake Tin	Westival stall fee
IN240620MDESIGN	20/06/2024	£15.00	Mellow Designs	Westival stall fee
IN240620MROSE	20/06/2024	£220.00	Minster Stone Memorials Ltd	Cemetery fees
IN240624SWWFL	24/06/2024	£10.00	Dorset Wildlife Trust	Westival stall fee
IN240624MJLAWRE	24/06/2024	£339.86	Lawrence, M J Miss	Rent and Insurance for 4A Park Way
IN240625NOWZAD	25/06/2024	£10.00	NOWZAD	Westival stall fee
IN240626BARCHES	26/06/2024	£30.00	Barchester Healthcare	Westival stall fee
IN240626COSSINS	26/06/2024	£16.00	Pinehurst Community Church	Hire of MUGA
Card		£21.00	Various	Bag Sales
IN240626CCLA	26/06/2024	£110.66	CCLA Public Sector Deposit Account	Interest
IN24062S+VTOYS	27/06/2024	£30.00	S+V Toys and Sweets	Westival stall fee
IN240627KKLIPZ	27/06/2024	£15.00	Kookyklipz	Westival stall fee
Card240627DKemp	27/06/2024	£15.00	All Points Fibre	Westival stall fee
IN240628HARRISON	28/06/2024	£104.00	Ferndown All Stars	Hire of MUGA
TOTAL		£3,129.06		

AGENDA ITEM 5b – Budget Comparison

Financial Budget Comparison

Comparison between 01/04/2024 and 30/06/2024 (1st 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

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	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
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
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
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	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
3080	Play Equipment	£0.00	£0.00	£0.00
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
3140	Petwyn Maintenance/Improvements	£250.00	£0.00	£250.00
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
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 Re-line disabled bays in car park
- 4 Overspend offset from Community event income

AGENDA ITEM 5c – CCLA Information

The Public Sector Deposit Fund is providing a yield 5.2%, in June we received £110.66.

The Property Fund is currently sitting at £2.76 per unit, this was £2.89, 12 months ago, so the fund has seen a decrease in unit value, however the dividend yield is around 5%, so the fund is still providing good returns for the investment.

Agenda Item 6 – Accounts for Payment

A list of Accounts for payment will be sent out prior to the meeting

Agenda Item 7 – Policies and Procedures.

Various Policies and procedures are being reviewed so all documents are up to date. This will assist with the Local Council Award Scheme. A few more policies and procedures will also be reviewed at the September Finance meeting.

Agenda Item 7a - Council Representation on Outside Bodies

Members are asked to review the policy shown below.

This policy was originally adopted on 20.07.2017

Reviewed in July 2019

Council Representation on Outside Bodies

Adopted 20.07.2017

1. Introduction

West Moors Town Council has Council Representatives on a variety of outside bodies within the local area (Shown in Appendix A).

Representation may be for a number of reasons such as:

- 1.1 The work of the outside body or group directly affecting Council business, services, land or property;
- 1.2 The body or group specifically requesting a Council representative;
- 1.3 It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on West Moors and its residents;
- 1.4 The body or group being an opportunity to liaise with other external companies or authorities in the interest of West Moors and its residents;
- 1.5 The Council having a financial interest or commitment with the body or group and/or its function.

The outside bodies generally fall in to one of the following categories;

- 1.6 A local voluntary community group or organisation;
- 1.7 A local charity;
- 1.8 A larger association that has an impact on the business of the Council or village;
- 1.9 A liaison meeting with other companies or local authorities;

2. The Role of the Council Representative

- 2.1 A nominated Town Council representative on an outside body represents the Council in a corporate, not a personal, capacity. They must act in accordance with Council policy, unless acting as a charity trustee for the outside body, whereby the charity policies apply.
- 2.2 A nominated Town Council representative should seek advice from the Town Clerk or the Chairman of the Council in the event of being unsure on any Council policy prior to advising an outside body.

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- 2.3 Representatives on outside bodies can aid outside bodies to access the expertise and knowledge of the Council and links with other public sector organisations, such as the County and District Councils and the Police.
- 2.4 A Town Council representative must not commit Council resources or support, whether financial or 'in kind', to an outside body but must bring all such requests back to Council in writing for consideration.
- 2.5 Administrative support by Council staff is not available to outside bodies or to Town Council representatives on outside bodies unless authorised by Council.
- 2.6 Representatives should update Council regularly, either directly or through the delegated committee, about the outside bodies on which they have been nominated to serve. Minutes of meetings of outside bodies should be shared with the Town Clerk who will arrange to make them available to all Councillors.
- 2.7 Representatives should attend as many meetings of an outside body as they are reasonably able. It is the representatives' responsibility to send apologies if they are unable to attend a meeting. They should also notify the Town Clerk when they are unable to attend meetings.
- 2.8 Town Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and also expects that all paperwork will be shared with them.
- 2.9 Any outside body is free to reject a specific Council representative on the understanding that their replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.
- 2.10 All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.

3. Review

This Policy will be reviewed as there are organisational or legislation changes

APPENDIX A

List of current groups/associations that have Town Council representatives:

Dorset Association of Parish and Town Councils: Eastern Area committee

Dorset Association of Parish and Town Councils: Larger Town and Parish committee

West Moors Memorial Hall committee

West Moors Youth Club Management committee

West Moors Allotment Holders Association

~~West Moors Homewatch committee (Disbanded August 2019)~~

East Dorset Environment Partnership

It is Recommended that the Council Representation on outside bodies be amended as follows:

Appendix A – remove Homewatch and Memorial Hall

Add West Moors Dementia Action Group

No other changes are recommended.

Agenda Item 7b - Grant and Donations Policy

Members are asked to review the policy shown below.

This policy was originally adopted in January 2008

Reviewed July 2016

Updated November 2021

West Moors Town Council

Grants and Donations Policy

This policy covers all grants and donations, whether for revenue or capital, to voluntary bodies, organisations or individuals. We recognise the importance of Town Council funding for the voluntary sector providing for a variety of community support ventures in West Moors as well as that for such other bodies as Youth Organisations, Sports Clubs, one off cultural or recreational events.

POLICY STATEMENT

- 1.0 Applications from organisations will only be considered if the following conditions can be met:**
 - 1.1 Benefits can be seen to accrue to the residents of West Moors
 - 1.2 There is an identified need
 - 1.3 The constitution, aims and activities of the applicant are acceptable to the Town Council
 - 1.4 Participation in the activity is open to all residents interested in that activity
 - 1.5 There is reasonable belief that the grant is needed and will be used in the best way to achieve the objectives of the recipient
- 2.0 Applications from individuals will only be considered if the following conditions can be met:**
 - 2.1 The applicant has shown exceptional promise in a sporting, cultural, artistic or other leisure pursuit
 - 2.2 The individual has the formal backing of a recognised organisation
 - 2.3 The applicant has parental approval if under 18
 - 2.4 There have been efforts to meet part of the costs from other sources
- 3.0 Applications which could result in personal financial profit will not be considered.**
- 4.0 There is an expectation that recipients will agree to collect their award from the Town Council and take part in any publicity.**
- 5.0 Grants Applications will be considered within each Financial year and at each appropriate Finance and general Purpose meeting.**
- 6.0 Review this policy as required by organisation changes.**

*It is Recommended that the Grants and Donations Policy be amended as follows:
Section 2.0 be removed completely – As the Town Council no longer awards the Legacy Award this section should be removed. The Town Council should not be granting funds to individuals because it does not benefit many residents of West Moors.
No other changes are recommended.*

Agenda Item 7c – Retention Policy

Members are asked to review the policy shown below.

This policy was originally adopted in July 2018 and has not been reviewed since that time.

Record retention policy for Information and Documents held by the Town Council

1 Introduction

- 1.1 This policy sets out how long information and records held by West Moors Town Council will normally be held by us and when that information will be confidentially destroyed.

2 Responsibility

- 2.1 West Moors Town Council is responsible for implementing and monitoring compliance with this policy.
- 2.2 They will undertake a 3 yearly review of this policy to verify that it is in effective operation.

3 Our process

- 3.1 Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule (see **3.4**).
- 3.2 All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints.
- 3.3 Hard copy and electronically-held documents and information must be deleted at the end of the retention period.
- 3.4 Hard copy documents and information must be disposed of by *shredding on site or sending to confidential waste shredding service*.
Records retention schedule

APPENDIX

Record Retention Schedule

Introduction

This Record retention schedule accompanies and is incorporated into West Moors Town Council's Record management policy. It sets out the time periods that different types of records and documents must be retained for business and legal purposes.

Actions:

Records to be preserved permanently at the Dorset history Centre (P)

Records to be reviewed by the Dorset Archives Service for possible permanent preservation (R)

Records that may/must be destroyed by the Town Clerk (D)

1. Administration Records

Record	Action	Minimum Retention Period	Reason
Minutes of Council and committee meetings	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection

Record	Action	Minimum Retention Period	Reason
Reports and other documents circulated with agendas	D	2 years	
Agendas	D	2 years	
Declarations of office	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Register of Interests	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Byelaws	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Policy Documents	D	5 years after being superseded	
Title Deeds	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Maps, plans and surveys of property owned by council	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Routine Correspondence	D	1 year after matter is closed	
Planning applications	D	3 years	Held by planning authority
Leases, agreements and contracts	R	6 years	
Scales of fees and charges	D	5 years	Management
Quotations and Tenders (successful)	D	12 years	Statute of Limitation
Quotations ad tenders (unsuccessful)	D	2 years	
Insurance policies	D	7 years after expired	
Playground inspections	D	4 years	
Loan sanctions	D	6 years after end of loan	
Complaints records	D	6 years	
Employers Liability Certificate	D	40 years from commencement/renewal	Statute
Burial Records	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Local Authorities Cemeteries Order 1977

2. Financial Records

Record	Action	Minimum Retention Period	Reason
Audited Accounts	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Accounting records: (invoices VAT records etc)	D	6 years	VAT and Statute of Limitation
Bank Statements	D	Last completed audit year	Audit
Paying in / Cheque book stubs	D	Last completed audit year	Audit

3. Payroll and Salary records

Record	Action	Minimum retention period	Reason
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	D	Six years	Taxes Management Act, 1970 s 12B Finance Act 1998, Schedule 18, para 21
Pay As You Earn (PAYE) records, including: wage sheets deductions working sheets calculations of the PAYE income of employees and relevant payments	D	Three years	Income Tax (Pay As You Earn) Regulations 2003, SI 2003/2682, reg 97
Income tax and NI returns, income tax records and correspondence with HMRC	D	Three years after the end of the financial year to which they relate	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55
Records demonstrating compliance with national minimum wage requirements	D	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends	National Minimum Wage Regulations 2015, SI 2015/621, reg 59
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	D	Four years	Taxes Management Act 1970
Employee income tax and national insurance returns and associated HMRC correspondence	D	Three years from end of tax year to which they relate	Income Tax (Pay as You Earn) Regulations 2003, SI 2003/2682, reg 97
Statutory sick pay (SSP) records	D	Three years after the end of the tax year to which they relate	The Statutory Sick Pay (General) Regulations 1982,

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Record	Action	Minimum retention period	Reason
			SI 1982/894, reg 13(A)
Wage or salary records (including overtime, bonuses and expenses)	D	Six years	Taxes Management Act 1970, s 43
Records relating to hours worked and payments made to workers	D	Three years	National Wage Act 1998, s 9 The National Wage Regulations 1999, reg 38
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	D	Three years after the end of the tax year in which the period of statutory pay ends	Statutory Maternity Pay (General) Regulations 1986, SI 1986/1960, reg 26
Rejected job applicant records, including: contact details application letters or forms CVs references certificates of good conduct interview notes	D	Six months after applicant is notified of rejection <i>Application forms should give applicants the opportunity to object to their details being retained</i>	ICO Employment Practices Code para 1.7 Equality Act 2010, s 123
Application records of successful candidates, including: application letters or forms copies of academic and other training received references correspondence concerning employment CVs interview notes and evaluation forms	D	Six years after employment ceases	Limitation Act 1980 (LA 1980), s 5
Employment contracts, including: personnel and training records written particulars of employment changes to terms and conditions	D	Six years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases	LA 1980, ss 5, 8
Copies of identification documents (eg passports)	D	Not less than two years from date of termination of employment	Immigration (Restrictions on Employment) Order SI 2007/3290, Art 6(1)(b)

Record	Action	Minimum retention period	Reason
Employee performance records, including: probationary period reviews review meeting and assessment interviews appraisals and evaluations promotions and demotions	D	Six years after employment ceases	LA 1980, s 5
Annual leave records	D	Six years after the end of each tax year	LA 1980, s 5
Parental leave records	D	Six years after the end of each tax year	LA 1980, s 5
Sickness records	D	Six years after the end of each tax year	LA 1980, s 5
Records of return to work meetings following sickness, maternity etc	D	Six years the end of each tax year	LA 1980, s 5

4. Health and Safety Records

Record	Action	Minimum retention period	Reference
Records of reportable injuries, diseases or dangerous occurrences reportable incidents reportable diagnoses injury arising out of accident at work (including West Moors Town Council's accident book)	D	Three years from date of the entry	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471, reg 12

It is Recommended that no changes are made to this document.

Agenda Item 8 – Grant Application

Grant Budget Currently Stands at £4,500.

Agenda Item 8a - West Moors Dementia Action Group

A grant application has been received from West Moors Dementia Action Group. We have received a copy of their latest bank statement which will be sent out separately from the agenda.

Members are asked to consider this request for a grant of £200.

West Moors Town Council Application Form for Grants and Donations



Please return completed form to: The Town Clerk, West Moors Town Council, 4 Park Way, West Moors, Ferndown, Dorset. BH22 0HL.

Name of Organisation	West Moors Dementia Action Group
Name and Address of Applicant	Revd Lynne Morris [Redacted Address]
Position in Organisation	Chairlady
Telephone number (home)	[Redacted]
Telephone number (work)	as above
Description of the project	Sponsorship re outdoor contact with the community: A: the purchase of a 6' wide weatherproof Banner providing easy visible recognition (to include sponsors logo), awareness of the Group - for attaching to railings outside Library, tables, etc. B. a gazebo to offer some protection from the elements when reaching out to the community offering help, resources information and guidance to local people with dementia and their carers and anyone* isolated, lonely or disabled.
Estimated total cost of the project	£300
Amount requested from The Town Council	£200
Why is the project important to your club/organisation?	To assist with strong visual recognition. To help, support our our community in various locations.
About your organisation	

Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

	NO
--	----

Organisation	Amount	Pending	Granted	If refused, reason for refusal

What level of funding will your organisation be putting into the project?

One third - £100

What will be the effect on your project or organisation if a grant is not obtained from the Town Council?

Limit profile in the community therefore not reaching and helping as many people. Also risk of getting wet when at events and damage to paper resources (a waste of limited funds).

What are the additional revenue/expenditure implications for your organisation on completion of this project?

None

How will any additional costs be covered?

N/A

Agenda Item 8b - Colehill and Wimborne Youth and Community Centre

A grant application has been received from Colehill and Wimborne Youth and Community centre.

Copies of the accounts, business plan and safeguarding policy have also been received and will be sent out separately.

Members are asked to consider this request for a grant of £450.



West Moors Town Council Application Form for Grants and Donations



Please return completed form to: The Town Clerk, West Moors Town Council, 4 Park Way,
West Moors, Ferndown, Dorset. BH22 0HL.

Name of Organisation

COLEHILL + WIMBORNE YOUTH + COMMUNITY CENTRE
(KNOWN AS "THE REEF")

Name and Address of
Applicant

LESLIE GIBSON

Position in Organisation

CHAIR OF TRUSTEES

Telephone number (home)

Telephone number (work)

Description of the project

TO HELP SUPPORT THE COST OF OUR
YOUTH PROVISION, TO ENABLE THE REEF
YOUTH + COMMUNITY CENTRE TO CONTINUE
OPERATING.

Estimated total cost of
the project

£15,000

Amount requested from
The Town Council

£ 450

Why is the project
important to your
club/organisation?

About your organisation

WE ARE A CHARITY ESTABLISHED TO PROVIDE
A YOUTH CLUB + COMMUNITY CENTRE FOR THE
AREA. WE HAVE A SPECIFIC FOCUS ON
OPERATING A YOUTH CLUB.
WE ARE SEEKING CONTRIBUTIONS FROM THE
LOCAL COUNCILS WHOSE CHILDREN ATTEND
YOUTH CLUB.

What are the objectives of your Club/organisation?

OUR CHARITABLE OBJECTS ARE -

1. TO SUPPORT THE YOUNG PEOPLE AND OTHER RESIDENTS OF COLEHILL, WIMBORNE AND THE SURROUNDING AREA WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE, POLITICS OR RELIGION BY PROVIDING FACILITIES FOR EDUCATION, RECREATION AND LEISURE.
2. TO MAINTAIN THE REEF YOUTH + COMMUNITY CENTRE.

How many of your members are residents of the West Moors Town Council area?

OVER THE LAST YEAR 8 CHILDREN FROM WEST MOORS HAVE BEEN ATTENDING OUR YOUTH CLUB, AGED 10-14. IN TOTAL

Of the total number of people who benefit from your organisation, what proportion live in the West Moors Town Council area?

5%

Do you intend to attract new members when the project has been completed?

WE ARE WORKING WITH DORSET YOUTH ASSOCIATION (DYA) WHO OPERATE OUR YOUTH CLUB TO IMPROVE FACILITIES AND GROW THE NUMBER OF ATTENDEES.

How will this project benefit the community of which you are part?

THE YOUTH CLUB PROVIDES AN ENVIRONMENT TO FOSTER GROWTH, CREATIVITY + COMMUNITY SPIRIT, AS WELL AS OFFERING SPORTS AND ACTIVITIES SUCH AS ARTS AND CRAFTS AND COOKING WE HAVE ALSO INTRODUCED SESSIONS TO AID IN PERSONALITY DEVELOPMENT, LEADERSHIP SKILLS + COMMUNITY SERVICE.

What facilities are available for the disabled in your organisation?

OUR YOUTH CLUB IS FULLY ACCESSIBLE FOR DISABLED CHILDREN, THE BUILDING HAS A LIFT AND WE'VE RECENTLY ADAPTED OUR KITCHEN TO PROVIDE DISABLED ACCESS.

Does your organisation include children under 16?

☒ YES

☐ NO

If so does your organisation have a child protection policy in place?

☒ YES

☐ NO

If Yes please provide a copy of the policy with your application.

If your organisation does include children under 16 but you do not have a child protection policy please contact the Town Clerk

Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

YES	NO
-----	----

Organisation	Amount	Pending	Granted	If refused, reason for refusal
COLEHILL PARISH COUNCIL	£5,000	✓		
WIMBORNE MINSTER TOWN COUNCIL	£2,500	✓		
HOLT PARISH COUNCIL	£500	✓		
KNOWLTON GROUP PARISH COUNCIL	£300	✓		

What level of funding will your organisation be putting into the project?

£6,250

What will be the effect on your project or organisation if a grant is not obtained from the Town Council?

SINCE THE CURRENT TRUSTEES WERE APPOINTED 15 MONTHS AGO WE'VE IDENTIFIED SIGNIFICANT MAINTENANCE ISSUES WHICH ARE LIKELY TO NEED THE FUNDS WE HOLD IN RESERVE. WE HAVE A 3 YEAR PLAN TO RESOLVE THE ISSUES AND REACH A BREAK-EVEN POSITION BY END OF 2025 WE'RE LOOKING FOR HELP TO COVER OUR PROJECTED £15,000 LOSS THIS YEAR SO WE CAN CONTINUE TO OPERATE UNINTERRUPTED.

What are the additional revenue/expenditure implications for your organisation on completion of this project?

—

How will any additional costs be covered?

FROM RESERVES

Signature of Applicant

Print Name

Date

LESLIE GIBSON

21 JUNE 2024

You may use this page if you need additional space for your answers

WE ARE ASKING FOR A GRANT OF £450 FROM WESTMOORS TOWN COUNCIL, WHICH WE'VE BASED ON THE NUMBER OF CHILDREN WHO ATTEND OUR YOUTH CLUB FROM THE PARISH.

WE ARE SITUATED IMMEDIATELY ADJACENT TO ST MICHAEL'S MIDDLE SCHOOL SO ATTRACT CHILDREN FROM A VERY WIDE AREA WHO MOSTLY ATTEND THAT SCHOOL.

THIS IS A BREAKDOWN BY PARISH ...

	ATTENDEES	AMOUNT REQUESTED
COLEHILL	78	£5,000
WIMBORNE MINSTER	39	£2,500
HOLT	9	£500
WEST MOORS	8	£450
KNOWLTON GROUP	6	£300
OTHER PARISHES + AREAS	23	
	<u>163</u>	

For Official Use Only

Please enclose the following with your completed application form:

- A copy of your organisation constitution
- A copy of your most recent audited accounts
- Any letters of confirmation of other grants/loans secured
- Business plan for the future operation of your Club/Organisation (if applicable)

AGENDA ITEM 9 – Correspondence

None

AGENDA ITEM 10 – Staff Matters

- a) Sickness report: No sickness since last reported
- b) Overtime report: Since last reported: no overtime costs have been incurred. However, Westival Day will incur overtime costs of approximately 10 to 12 hours for both members of staff.
- c) Annual Leave: Judi has 5 days booked off from the 16 to 20th September. Amie is having odd days off, but has not booked off a block of days.