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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 23rd JANUARY 2025 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

16th January 2025

Committee Membership

Clr C Way - Chair

Clr M Hawkes
Clr D Shortell

Clr Mrs C Holmes
Clr J Staig

Clr J Randall
Clr K Wilkes

Clr Mrs N Senior
Clr 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 December 2024](#)
 - b. [Internal Controls and income reports to end December 2024](#)
 - c. [Budget Comparison report up to 31.12.2024](#)
 - d. [CCLA Information](#)
6. [To Approve Accounts for Payment](#)
7. To Consider Grant Applications
 - a. [HomeStart Wessex](#)
 - b. [Mosaic – Supporting Bereaved Children](#)
 - c. [Citizens Advice Bureau – East Dorset and Purbeck](#)
8. [To Consider Committee budgets and make precept recommendation to Council](#)
9. To Review Policies and Procedure
 - a. [Crime and Disorder Policy](#)
 - b. [Privacy Notice – General](#)
 - c. [Privacy Notice Staff / Councillors](#)

Council and Committee Meeting Minutes are available to view at www.westmoors-tc.gov.uk

10. To Receive Correspondence

11. Staff Matters:

- a. Sickness Report
- b. Overtime report
- c. Annual Leave report

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 – Clerks Report

1. Lloyds Bank: Other banking providers are yet to be researched and considered.

Agenda Item 5 – Financial Information

Agenda 5a – Bank Reconciliations

Bank Statements up to 31st December 2024 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 30.11.2024

Amount in bank as at 31/10/24	£306,974.64
Income during November	£10,527.03
Expenditure during November	£44,068.74
Amount in bank as at 30/11/24	£273,432.93

Bank Reconciliation as at 30/11/2024

Current	£5,614.73
Deposit	£242,783.88
CCLA PSDA	£25,000.00
Petty cash	£14.32

	£273,415.93
Less outstanding payments	£0.00
Plus unpresented receipts	£20.00

Total amount held in accounts	£273,432.93

Long Term Investment:

CCLA Property Fund £119,306.16

(Nominal value at 30.06.2024)

Outstanding Loan Amount

Public Works Loan (£34,528.56)

West Moors Town Council

Bank reconciliation as at 31.12.2024

Amount in bank as at 30/11/24	£273,432.93
Income during December	£2,781.97
Expenditure during December	£20,911.58
Amount in bank as at 31/12/24	£255,303.32

Bank Reconciliation as at 31/12/2024

Current	£1,256.37
Deposit	£228,978.13
CCLA PSDA	£25,000.00
Petty cash	£8.47

	£255,242.97
Less outstanding payments	£1.15
Plus unpresented receipts	£61.50

Total amount held in accounts	£255,303.32

Long Term Investment:

CCLA Property Fund	£119,306.16
(Nominal value at 30.06.2024)	

Outstanding Loan Amount

Public Works Loan	(£34,528.56)
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Agenda Item 5b – Income reports

Received Income 01.11.24 to 30.11.24			
Accepted date	Gross	Organisation	Details
01/11/2024	£32.00	Orman	Sports Fees
01/11/2024	£50.00	Terrafirma Maintenance Southern Ltd	Tractor hire
04/11/2024	£208.00	Williams Monumental	Cemetery Fees
04/11/2024	£901.50	Grange Athletic YFC	Sports Fees
04/11/2024	£104.90	CCLA Public Sector Deposit Account	Interest
04/11/2024	£20.00	Friends of The Strays of Greece	Changing Room (Storage) No 5 - NOVEMBER 2024
05/11/2024	£20.00	Tulsa Band	Pavilion hire
05/11/2024	£654.00	West Moors Youth Fc	Sports Fees
05/11/2024	£1,000.00	Mrs Groves	Cemetery Bench
05/11/2024	£5.00	various	Bag sales
06/11/2024	£96.00	Generation Elite	Sports Fees
08/11/2024	£2,208.78	Dorset Council	CIL payment
11/11/2024	£21.00	Verwood Town FC	Sports Fees
11/11/2024	£960.00	N O'Hara Funeral Director	Cemetery fees
11/11/2024	£251.85	Lloyds Bank	Deposit Account Interest - October
12/11/2024	£31.50	various	Bag sales
14/11/2024	£32.00	Village Surgery	Pavilion hire
18/11/2024	£51.00	HELM	Hire of FF and Pavilion
19/11/2024	£4.50	various	bag sales
25/11/2024	£120.00	Verwood Town FC	Sports Fees
26/11/2024	£1,445.00	N O'Hara Funeral Director	cemetery fees
28/11/2024	£1,510.00	Mrs Light	Cemetery Fees
29/11/2024	£156.00	Longfleet Ability FC	Sports Fees
29/11/2024	£156.00	Longfleet FC	Sports Fees
29/11/2024	£117.00	Verwood Familyt Church	MUGA fees
29/11/2024	£156.00	Ferndown All Stars	MUGA fees
29/11/2024	£15.00	Me and My Dog Academy	FF fees
29/11/2024	£20.00	Friends of The Strays of Greece	Changing Room (Storage) No 5 - DEC
30/11/2024	£180.00	Verwood Athletic FC	Sports Fees
TOTAL	£10,527.03		

Received Income 01.12.24 to 31.12.24			
Accepted date	Gross	Organisation	Details
02/12/2024	£240.00	Verwood Town FC	Sports Fees
02/12/2024	£50.00	Terrafirma Maintenance Southern Ltd	Tractor hire
02/12/2024	£98.72	CCLA Public Sector Deposit Account	Interest
03/12/2024	£88.00	various	Cemetery fees
03/12/2024	£584.00	West Moors Youth FC	Sports Fees
03/12/2024	£183.00	Various	Bag sales Oct/Nov - cash
03/12/2024	£85.50	various	Bag sales
04/12/2024	£130.00	Excalibur Stone	Cemetery fees
05/12/2024	£39.00	Verwood AFC	Sports Fees
09/12/2024	£30.00	Hants and Dorset Card Club	Pavilion Hire
09/12/2024	£194.25	Lloyds Bank	Interest
10/12/2024	£36.50	various	Bag sales
12/12/2024	£39.00	Verwood AFC	Sports Fees
16/12/2024	£722.00	Grange AFC	Sports Fees
17/12/2024	£68.00	HELM	Hire of FF and Pavilion
17/12/2024	£54.50	various	Bag sales
20/12/2024	£58.00	Excalibur Stone	Cemetery fees
23/12/2024	£20.00	Tulsa Band	Pavilion Hire
24/12/2024	£61.50	various	Bag sales
TOTAL	£2,781.97		

AGENDA ITEM 5c – Budget Comparison

Financial Budget Comparison

Comparison between 01/04/2024 and 31/12/2024 (3rd quarter)

	24/25 Approved Budget	Actual Net to date	Balance
INCOME			
Finance And General Purposes Committee			
1000 Precept	£183,444.00	£183,444.00	£0.00
1010 Interest - Deposit Acc	£2,000.00	£2,030.22	£30.22
1011 Interest - CCLA PS Deposit Acc	£1,000.00	£959.08	-£40.92
1025 Dividend - CCLA Property Fund	£5,000.00	£4,673.78	-£326.22
1030 General	£0.00	£20.76	£20.76
1035 CIL Receipts	£0.00	£9,415.49	£9,415.49
1040 Sales - Dog Waste bags	£340.00	£207.50	-£132.50
1045 Sales - Kitchen Caddy bags	£2,500.00	£1,578.54	-£921.46
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£13,616.37	£13,616.37
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	£216,285.60	£21,201.60
Environment Committee			
1100 Fryer Field Fees			
/1 Football	£4,500.00	£1,982.08	-£2,517.92
/3 MUGA	£10,000.00	£8,415.00	-£1,585.00
/4 Other	£2,500.00	£1,916.80	-£583.20
/5 Community Event Income	£3,000.00	£6,310.60	£3,310.60
Total	£20,000.00	£18,624.48	-£1,375.52
1110 Cemetery Fees			
/1 Memorial	£5,000.00	£3,467.00	-£1,533.00
/2 Interment	£12,000.00	£11,490.00	-£510.00
/3 Purchase Plot	£6,000.00	£7,242.00	£1,242.00
Total	£23,000.00	£22,199.00	-£801.00
1115 Allotment Rent	£1,900.00	£1,945.02	£45.02
1120 Insurance Settlements	£0.00	£0.00	£0.00
1125 Memorial Benches and Plaques	£0.00	£2,000.00	£2,000.00
Total Environment	£44,900.00	£44,768.50	-£131.50
Total Income	£239,984.00	£261,054.10	£21,070.10

EXPENDITURE

Finance And General Purposes Committee

2000 Salaries	£76,670.00	£54,122.01	£22,547.99
2010 Employers Pension Contributions	£16,411.00	£11,664.92	£4,746.08
2020 Employers NIC	£7,786.00	£5,582.54	£2,203.46
2030 Expenses			
/1 Office staff	£400.00	£306.28	£93.72
/3 Councillors Travel	£200.00	£5.40	£194.60

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/4	Chairman's Allowance	£75.00	£17.56	£57.44
	Total	£675.00	£329.24	£345.76
2040	Training			
/1	Clerk/Staff	£600.00	£193.00	£407.00
/2	Councillors	£1,000.00	£365.36	£634.64
	Total	£1,600.00	£558.36	£1,041.64
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	£1,140.43	£1,359.57
/3	Phone Charges	£700.00	£302.48	£397.52
/4	Broadband Charges	£400.00	£294.93	£105.07
/5	Stationery	£350.00	£122.48	£227.52
/6	Photocopier	£1,800.00	£1,228.51	£571.49
/7	Maintenance inc refuse collection	£500.00	£429.32	£70.68
/9	Water Charges	£200.00	£71.27	£128.73
	Total	£6,450.00	£3,589.42	£2,860.58
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£2,000.00	£1,655.29	£344.71
/2	IT Capital Expenditure	£0.00	£19.15	-£19.15
/3	Website Costs	£350.00	£315.00	£35.00
	Total	£2,350.00	£1,989.44	£360.56
2070	Insurance	£5,700.00	£5,648.33	£51.67
2080	Petty Cash			
/1	Postage	£150.00	£28.92	£121.08
/2	Other	£100.00	£52.45	£47.55
	Total	£250.00	£81.37	£168.63
2090	Professional Fees			
/1	Audit Fees	£1,500.00	£1,025.00	£475.00
/2	Legal Fees	£500.00	£400.00	£100.00
/3	Other fees	£0.00	£297.25	-£297.25
	Total	£2,000.00	£1,722.25	£277.75
	Subscriptions			
/1	DAPTC	£1,332.00	£1,331.21	£0.79
/2	SLCC	£350.00	£348.00	£2.00
/3	Others	£850.00	£135.00	£715.00
	Total	£2,532.00	£1,814.21	£717.79
2110	Purchase of dog waste bags	£250.00	£117.63	£132.37
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,068.64	£931.36
2120	Grants			
/1/2	General Grants	£5,000.00	£3,200.00	£1,800.00
/3	CAB (section 142)	£800.00	£0.00	£800.00
	Total	£5,800.00	£3,200.00	£2,600.00
2130	Election Expenses	£500.00	£50.00	£450.00
2140	General & Contingency	£500.00	£396.47	£103.53
2150	Advertising and Publicity	£600.00	£899.56	-£299.56
2180	Remembrance Day costs	£800.00	£570.00	£230.00
2190	Youth Club Funding	£20,000.00	£20,000.00	£0.00
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	£68.27	£331.73
2199	Zettle card transaction fees	£0.00	£66.47	-£66.47
Total Finance And General Purposes		£160,314.00	£123,428.80	£36,885.20

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£2,000.00	£3,606.23	-£1,606.23
/4	Contractor fees	£9,900.00	£6,543.18	£3,356.82
	Total	£11,900.00	£10,149.41	£1,750.59
3020	Pavilion Running costs			
/1	Electricity	£1,100.00	£1,067.59	£32.41
/2	Water/sewage charges	£800.00	£377.53	£422.47
/3	Maintenance	£5,400.00	£4,175.73	£1,224.27
/4	Legionella Testing	£920.00	£968.40	-£48.40
/5	Phone/Broadband	£550.00	£325.51	£224.49
	Total	£8,770.00	£6,914.76	£1,855.24
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	£466.15	-£166.15
	Total	£1,800.00	£496.76	£1,303.24
3040	Fencing	£2,000.00	£0.00	£2,000.00
3050	Fryer Field Play Area			
/1	Maintenance	£250.00	£221.64	£28.36
/2	Safety Inspections	£450.00	£330.00	£120.00
	Total	£700.00	£551.64	£148.36
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	£30.55	£19.45
/3	Buy back of plots	£0.00	£0.00	£0.00
	Total	£1,150.00	£853.90	£296.10
3110	Cemetery Maintenance			
/1	General	£1,500.00	£2,720.00	-£1,220.00
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£674.70	£175.30
/8	Contractor fees	£7,000.00	£5,155.19	£1,844.81
	Total	£10,000.00	£8,549.89	£1,450.11
3120	Memorial Inspections	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£250.00	£1,199.18	-£949.18
3150	Allotments	£500.00	£719.53	-£219.53

3160	Tree Maintenance	£3,000.00	£3,300.00	-£300.00	8
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	£150.00	£350.00	
4020	Street Furniture	£1,300.00	£1,115.90	£184.10	
4025	Speed Watch & SID	£0.00	£352.80	-£352.80	9
4030	General	£200.00	£650.00	-£450.00	10
4040	Christmas	£6,000.00	£6,408.28	-£408.28	
4070	Lengthsman	£1,800.00	£0.00	£1,800.00	
4075	Public Toilets				
/1	Cleaning	£12,000.00	£9,283.64	£2,716.36	
/2	Maintenance	£2,500.00	£3,873.65	-£1,373.65	11
/3	Water/sewage charges	£3,500.00	£1,719.46	£1,780.54	
/4	Electricity costs	£1,300.00	£678.80	£621.20	
	Total	£19,300.00	£15,555.55	£3,744.45	
4076	Car Park costs	£0.00	£13,957.81	-£13,957.81	12
4090	Dog Bins	£650.00	£459.42	£190.58	
4095	CCTV				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£200.00	£98.00	£102.00	
	Total	£200.00	£98.00	£102.00	
4097	Community Event Costs	£1,500.00	£7,447.26	-£5,947.26	13
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00	
4099	Keep Britain Tidy events	£50.00	£150.66	-£100.66	
	Total Environment expenditure	£73,170.00	£83,815.95	-£10,645.95	
	Monies for various earmarked funds	£6,500.00			
	Total Expenditure	£239,984.00	£207,244.75	£26,239.25	

** Grant for EV Chargers

1 Westival job review

2 New Notice boards

3 Minute No 24/129 - Telescopic bollards at FF

4 Repairs to Birds Nest Swing and New Fencing

5 new cemetery footpath as approved min no 23/093

6 Minute No 24/143 - spotlights on Memorial

7 Pest Control annual fee going forward

8 Cost of Tree Maintenance at Fryer Field

9 repairs to damaged SID

10 Traveller eviction

11 New doors on public toilets min no 24/059 - to be paid from Devolution fund (£3,238.33)

12 Reline disabled bays in car park. EV Charger install offset from grant shown at Heading 1070

13 Overspend offset from Community event income

AGENDA ITEM 5d – CCLA Information

The Public Sector Deposit Fund is providing a yield 4.7124% at the 13th January 2025.

The Property Fund is currently remaining stable at £2.80 per unit (as of 31.12.2024).

AGENDA ITEM 6 – Accounts for Payment

List of payments to be approved at the meeting

AGENDA ITEM 7 – Grant Applications

Members are asked to consider the following applications for grant aid. The grant budget was £5,800, of which £2,600 is still available.

Agenda Item 7a – Home Start Wessex

Home Start Wessex grant application towards providing support for families in West Moors. They were awarded £1,800 in January 2024

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	Home-Start Wessex
Name and Address of Applicant	
Position in Organisation	Grants Partnership Manager
Telephone number (home)	
Telephone number (work)	
Description of the project	<p>We apply for funding to provide 1:1 emotional support, friendship and practical help to disadvantaged families with young children who are struggling to cope with issues such as poor mental health, post-natal depression, disability, domestic abuse, bereavement, isolation, financial hardship, or inadequate housing.</p> <p>A grant will fund targeted support to families living in West Moors provided by specially trained Home-Start volunteers. Each family will receive dedicated 1:1 support to meet their individual needs for around 6 months or until outcomes are met.</p> <p>With our home visiting support, we will help families to improve their mental wellbeing, improve parenting and coping skills, increase confidence, and help them to reconnect with their community and access local services.</p>
Estimated total cost of the project	£3,760 (cost to support 4 families for 6 months)
Amount requested from The Town Council	£1,880 (cost to support 2 families for 6 months)
Why is the project important to your club/organisation?	<p>The vulnerable families we help who are struggling after years of immense pressure with the pandemic, then cost-of-living increases. 98% of all families have a mental health issue and 81% are isolated from their community. Young children and babies are missing out on opportunities to develop skills and meet peers and are at further risk and vulnerability because their families are already experiencing challenges with mental health, isolation, domestic abuse, and financial hardship. We rely on fundraising to provide our services.</p>

About your organisation

What are the objectives of your Club/organisation?

We are a local community network of trained volunteers and expert support helping families with young children through their challenging times. Our mission is to give children the best possible start in life, by supporting parents to grow in confidence, strengthening and enjoying relationships with their children and widening links with their community.

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

Last year we supported 5 families living within the West Moors Town Council catchment

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

Currently due to funding and a shortage of volunteers we are turning referrals away. Should we be awarded a grant, it will be spent specifically on recruiting volunteers and supporting families who live in the West Moors Town Council area in groups and 1:1

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

Yes, we will continue to promote our services so that families in need know we are here to help and to recruit new volunteers living in this area as they are vital in helping us to provide support.

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

Although support usually lasts only 6 months, the longer-term impact for families and the wider community is significant.
As a result of being supported:

- Parents and children will have improved confidence/self-esteem
- Parents will be better at dealing with their own issues as they arise
- There will be a reduction on dependency of local/professional services but when required families will be more likely to work positively with services to improve their circumstances.

What facilities are available for the disabled in your organisation?

Our offices where staff are based, and our family groups take place are fully accessible with ground floor entrances without steps and accessible toilets.

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
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Organisation	Amount	Pending	Granted	If refused, reason for refusal
Alice Ellen Cooper Dean	10,000.00		Yes	
Ashworth Charitable Trust		£1500.00		
The Kristina Martin Charitable Trust		£1500.00		

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

Our small part-time fundraising team are focused on raising sufficient money to cover over budgeted expenditure for our financial year ending 31st March 2025. The level of funding we are able to put into supporting families living in West Moors is dependent on raising sufficient funding

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

We still have substantial funds to raise to cover our budgeted expenditure so successfully securing a grant from the Town Council will greatly contribute to this.

If we are unable to raise sufficient funds, there is a risk of needing to reduce services and turn away families who need our help.

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

Only the implications already raised.

How will any additional costs be covered?

Dedicated fundraising via:

- Grant applications
- Appeal letters to trusts/foundations
- Online fundraising – Amazon Smile etc
- Local business supporters

Signature of Applicant

Print Name

Date

11 December 2024

Please note that there is an expectation that recipients will agree to collect their award for the office and participate in any publicity.

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

In the previous financial year (2022-2023) we increased our support by an incredible 63%, transforming 1330 lives across the Wessex area.

The cost of living crisis has had an unprecedented impact on so many local families and we have signposted to many of the local foodbanks/larders etc in order to support necessities.

There continues to be significant need for early years support – particularly in the first 1,001 days from the start of pregnancy. At Home-Start, we believe early childhood can't wait. We all want to shape a world where all children have the best possible start in life. We know that our work makes a difference, and Home-Start has a central role to play in building compassionate communities where people are there for families and children at the earliest moments of needing support.

Our support home offers a confidential, personalised and targeted service which meets the individual needs of the parents and their children.

This is where Home-Start really can help – by working alongside families on a weekly basis we encourage and assist them in areas such as:

- Help them to establish routines for household management
- Strengthen parent / child relationships
- Improve their children's physical and emotional health
- Improve the parent's physical health
- Develop and increase parenting skills
- Manage their finances
- Reduce isolation by accessing local or specialised services and groups
- Reduce stress caused by family conflict

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)

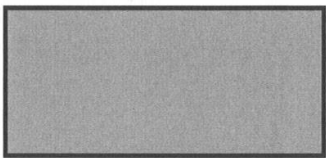


Agenda Item 7b – Mosaic – Supporting Bereaved Children

Grant application for £1400. Mosaic Constitution and accounts will be sent separately.

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	Mosaic – Supporting Bereaved Children
Name and Address of Applicant	
Position in Organisation	Fundraising Coordinator
Telephone number (home)	
Telephone number (work)	
Description of the project	Mosaic currently supports bereaved children and young people and their families from all areas of Dorset and has done since 2007. Mosaic are a child-centred service offering a pathway of support for bereaved children, young people and their families. Following an assessment of the individual need, we offer a wide range of therapeutic support as appropriate. This includes, pre, early and post bereavement therapy. Each child or young person is offered up to 7 sessions of bereavement counselling with one of our qualified counsellors. We would like to request funding to be able to offer 4 young people in the West Moors area a full 7 sessions of bereavement counselling. Each hour long session costs £50.
Estimated total cost of the project	£87,500 (for 250 bereaved Dorset children and young people to receive 7x hour long counselling sessions each)
Amount requested from The Town Council	£1,400 (to fund 4x bereaved children and young people in West Moors area for 7x counselling sessions each)
Why is the project important to your club/organisation?	The funding would be used to enable 4 bereaved children/ young people in the West Moors area, to receive 7 counselling sessions each. The support given to our families ultimately prevents children's problems that are brought on by grief, from getting worse, both at school and home. National evidence shows that bereaved young people are at increased risk of depressive symptoms and anxiety, physical health symptoms, accidents, risky health behaviours and early mortality. They have lower than average GCSE scores and are less likely to be employed by the age of 30 and are heavily over-represented in the criminal justice system.

About your organisation

Mosaic was founded in 2007 and supports bereaved children and young people between the ages of 4-18 in Dorset. They may have lost a parent or relative or close friend through any cause of death. Mosaic has 21 professionally qualified counsellors, experienced in working with children and young people, helping them to come to terms with the emotions that grief can bring, to build confidence and resilience for the future. Each supported young person receives a minimum of 7 counselling sessions, but this can be extended if required. Our early bereavement support is offered immediately after death, helping to normalise grief and talk together as a family. Pre-bereavement support helps families to understand a prognosis, explain what is happening and help them to support each other, making special memories together. In 2023, the charity supported 412 children and young people and their families. Sadly, the need for Mosaic's service has increased significantly and continues to grow with a 40% increase in referrals this year.

Alongside counselling, families are given opportunities to attend activity days, such as sailing, rock climbing and we host a Christmas event every year. Supported young people can meet other families in similar situations and many make lifelong friendships. Mosaic also run bereavement cafés - gentle spaces where young people can share their experiences surrounding grief. They can take away some of the isolation a young person can feel when dealing with a death.

What are the objectives of your Club/organisation?

Mosaic aim to develop a Dorset wide network of specialist bereavement support for all children, young people and their families. This includes working collaboratively with other agencies to enable a cohesive framework of support before, during and after the death of someone close.

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

We have supported several families with young children in the West Moors area in the few years. One of the important things to remember regarding the charity is that no one knows when the vital service will be required or where the families will be situated, however we have and will continue to offer support all over Dorset, including West Moors.

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

We have supported 5 families in the West Moors area this year and are currently supporting several others.

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

Mosaic's service is one that constantly takes new referrals, and the need is growing significantly across Dorset. We will be supporting bereaved children and young people across Dorset for as long as funding is available for us to do so.

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

As mentioned above, the support given to our families ultimately prevents children's problems that are brought on by grief, from getting worse, both at school and home. The support given to the young people will also benefit family members, friends and a wider network such as school staff. The counselling sessions are tailored to the individual's needs and aim to help a young person to manage their grief. This will help with anxiety, anger and other issues that may put pressure on everyday relationships. Mosaic's service promotes health and wellbeing, community involvement and inclusion. It supports local solutions to meet local needs.

What facilities are available for the disabled in your organisation?

We welcome all disabilities and always ensure that our counselling sessions, bereavement cafes and activity days are easily accessible for all.

Does your organisation include children under 16?

YES

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

YES

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

Organisation	Amount	Pending	Granted	If refused, reason for refusal
The Djanogly Foundation	£700	Yes		
Dorset Community Foundation – Corton Hill Trust	£2,000		Yes	
The Lennox Hannay Charitable Trust	£1,000		Yes	
The Coral Samuel Trust	£3,500		Yes	
Corfe Mullen Town Council	£600		Yes	

Wimborne Town Council	£750		Yes	
Dorchester Town Council	£500		Yes	
The Souter Charitable Trust	£3,550		Yes	
Richard Davies Charitable Foundation	£2,000		Yes	
Swanage Town Council	£500		Yes	
Lord Barnby Foundation	£3,000		Yes	
The Tompkins Foundation	£3,500	Yes		
The Angela Gallagher Memorial Trust	£3,500	Yes		
The Simon Hope Trust	£2,100	Yes		
The Moushill Trust	£5,000	Yes		
Hall & Woodhouse	£2,000		No	Our annual income is too high

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

Mosaic rely on fundraising, donations, grants from Trusts and Foundations and community involvement to run their vital services.

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

We would continue to apply to local trusts, foundations and organisations along with regular fundraising events. We would also continue to fully support the local community with their fundraising efforts, in order to obtain vital funds.

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

Supported families are invited to attend activity days and day camps on completion of their counselling sessions. These also need to be funded in order to go ahead.

How will any additional costs be covered?

Regular fundraising events and community involvement enable us to cover additional costs where required.

Signature of Applicant



Print Name



Date

28/11/2024

Please note that there is an expectation that recipients will agree to collect their award for the office and participate in any publicity.

Agenda Item 7c – Citizens Advice Bureau

Grant Application for £1,500.

Grant awarded in January 2024 for £1,500

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	Citizens Advice East Dorset and Purbeck
Name and Address of Applicant	[Redacted]
Position in Organisation	Chief Officer
Telephone number (work)	[Redacted]
Description of the project	To continue to provide free, confidential and impartial advice to the residents of West Moors. Advice is provided through multiple channel which include telephone, email, video conferencing and face to face in our office in Wimborne and from our outreach services located in Dorset Council libraries and The Centre in Ferndown. Since April 2023 West Moors residents have had access to face to face drop in and appointments on our Advice Bus, weekly on Tuesdays. Since the 18 th of June 2024, West Moors residents have also had access to face-to-face advice through an energy outreach service every Tuesday morning.
Estimated total cost of the project	The total core income for 2023/2024 is £1,140,716 with total costs £1,117,097.
Amount requested from The Town Council	We would like to ask the Council for a grant of £1500. It costs us in the region of £100 per client per year to provide our services. The cost of supporting 310 clients is in the region of £31,000 per year.
Why is the project important to your club/organisation?	As a client led service our vision is to provide help to our clients in the right place at the right time, through whichever channel suits them best. We are a person-centred organisation that is responsive to the needs of our clients, volunteers, staff and partners. We are committed to working in a way that promotes respect, dignity and equality for all.
About your organisation	We need to be flexible in response to need and we acknowledge the need for advice is affected by many external factors such as inflation and cost of living crisis. This is why we have established our mobile advice and we are currently reviewing our opening hours to explore the addition of an out of hours service.

What are the objectives of your Club/organisation?

Citizens Advice in East Dorset and Purbeck provides the advice people need for the problems they face, to enable them to improve the quality of their lives. We also aim to improve the policies and practices that affect people's lives. Our advice is free, independent, confidential and impartial. We value diversity, we promote equality and challenge discrimination.

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

Our service is available to all residents of the West Moors Town Council Area, whether it be face to face (in office or the bus) or via adviceline or email.

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

We have helped 310 West Moors residents with 1778 issues during 2023/2024. This is a 13.9% increase in client issues from the previous year.

We have seen a total of 280 clients on the Advice Bus in West Moors.

It costs us in the region of £100 per client per year to provide our services. The cost of supporting 310 clients is in the region of £31,000 per year.

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

We intend to continue this service and continue to make it available for all residents.

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

The grant will enable us to contribute to the continuation of our advice sessions, contribute to the operation of the Dorset Adviceline telephone service and to contribute to the provision of email advice. They will also continue to have access to the Mobile Advice Bus which visits West Moors weekly on Tuesday afternoons.

Our services enable West Moors residents to:

- Achieve financial gains through accessing welfare benefits or through appeals against welfare benefit decisions.
- Manage debt problems
- Address housing issues, in some cases preventing homelessness
- Resolve problems at work
- Increase household income through better utility deals/tariffs/schemes.
- Apply for grant funded assistance through schemes which require assistance from Citizens Advice.
- Residents will also have access to our specialist advice projects in Energy and Housing

Where appropriate we help people to help themselves, but we also provide advocacy & support. The added value to advice and support is improved health and wellbeing and social cohesion.

In the last year, thanks to the great connection we have made with Michelle at the Castleman Community Larder, we have also been providing an energy advice outreach service at Elephant & Castle pub in West Moors.

What facilities are available for the disabled in your organisation?

Our offices are fully accessible for people with disabilities. Our Mobile Advice bus in West Moors is located so that people with disabilities could talk with an adviser outside.

We have accessible toilets and a stair lift in our Wareham Office where we have a first floor working area.

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
Ferndown TC	£10,500		Yes	
Wimborne TC	£8000		Yes	
Lytchett Matravers PC	£6824		Yes	
Colehill PC	£4500		Yes	

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

The cost of the service provision needs to be met each year by fund-raising and local grants. Whilst a good proportion of our funding is covered by Dorset Council, there remains a significant shortfall each year which we need to fill through fundraising and grant applications such as this.

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

Without support the service provided will suffer; clients may not receive the support they need in a timely manner which is particularly important in these unprecedented times. Volunteer sessions require professional paid supervision to ensure compliance. If the funds were to decrease the number of sessions made available to the public would reduce

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

The Service is ongoing.

How will any additional costs be covered?

Funding requested from local Town and Parish Councils and other fundraising events.

Signature of Applicant

[Redacted Signature]

Print Name

[Redacted Name]

Date

25/11/2024

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

Please note that there is an expectation that recipients will agree to collect their award for the office and participate in any publicity.

AGENDA ITEM 8 – Committee Budgets and Precept recommendation

Members are asked to consider the F&GP budget, copy attached.

Members are then asked to check the environment budget and make a precept recommendation for Council approval on the 30th January.

FINANCE AND GP BUDGET

Nominal Code	Source	BUDGET	Year End Figures	BUDGET	Year End Figures	BUDGET	Figures to 31.12.24	DRAFT BUDGET
		2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26
INCOME								
1000	Precept	162840	162840.00	175355	175355	183444.00	183444.00	
1010	Interest - Deposit account	50.00	440.77	40.00	2358.68	2000.00	2030.22	2000.00
1011	Interest - CCLA PSDA	10.00	540.45	220.00	1137.31	1000.00	959.08	1000.00
1025	Dividend - CCLA	4500.00	5189.33	4800.00	5962.26	5000.00	4673.78	4500.00
1030	General	0.00	177.11	0.00	3043.80	0.00	20.76	0.00
1035	CIL Receipts	0.00	19269.81	0.00	2801.48	0.00	9415.49	0.00
1040	Sales - Dog Waste bags	340.00	290.00	340.00	300.00	340.00	207.50	340.00
1045	Sales - Kitchen Caddy Bags	2500.00	2558.91	2500.00	2530.75	2500.00	1578.54	2500.00
1050	Insurance Claims	0.00	15511.14	0.00	0.00	0.00	0.00	0.00
1070	Grants	0.00	0.00	0.00	0.00	0.00	13616.37	0.00
1080	Youth Club - Rent and water charges	100.00	243.39	100.00	152.16	200.00	0.00	200.00
Rent is £50 per annum plus 15% of water/sewage charges for Pavilion (on same meter).								
1090	4a Parkway - Rent and Insurance and Service charge	200.00	229.21	200.00	604.13	600.00	339.86	200.00
Rent £100 per annum plus 50% of the insurance cost.								
	Total Income	170540.00	207290.12	183555.00	194245.57	195084.00	216,285.60	10740.00

EXPENDITURE

2000	Salaries							
2000/1	Staff Salaries	54085.00	66114.79	73290.00	74526.58	76070	54122.01	78642.00
	Overtime fund	600.00	0.00	600.00		600.00		600.00
Total		54685.00	66114.79	73890.00	74526.58	76670.00	54122.01	79242.00
Staff salaries at current rate plus one increment increase plus 4%								
2010	Employers Pension contribution	10835.00	13791.09	15410.00	16000.25	16411.00	11664.92	17300.00
Employers Pension contributions are calculated at 22% of staff salaries. Contributions are for the Clerk and Assistant. Provision for future pension deficit to come from earmarked fund/reserves								
2020	Employers NI	4675.00	6414.03	6970.00	7526.02	7786.00	5582.54	10080.00
Employers National Insurance contributions are calculated on the employees earnings.								
SUB TOTAL - COST OF SALARIES		70195.00	86319.91	96270.00	98052.85	100867.00	71369.47	106622.00
2030	Expenses							
2030/1	Office staff Expenses	200.00	276.35	250.00	425.83	400.00	306.28	400.00
2030/3	Councillors Travel expenses	200.00	31.90	200.00	35.10	200.00	5.40	200.00
2030/4	Chairman's allowance	75.00	42.67	75.00	72.09	75.00	17.56	75.00
Total		475.00	350.92	525.00	533.02	675.00	237.74	675.00
Expenses are mainly for travel and parking costs incurred by staff and councillors. The chairman allowance is a small sum of money set aside for use by the chairman at his/her discretion.								
2040	Training							
2040/1	Staff	600.00	607.44	600.00	416.28	600.00	193.00	600.00
2040/2	Councillors	1200.00	276.32	1000.00	593.28	1000.00	365.36	1000.00
Total		1800.00	883.76	1600.00	1009.56	1600.00	558.36	1600.00
All Councils should have a training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc. Staff training also includes the provision for the clerk to attend one SLCC conference per year.								
2045	Health and Safety	100.00	0.00	100.00	45.00	100.00	0.00	100.00
To cover any aspects of Staff health and safety costs.								
2050	Office & Admin costs							
2050/1	Non Domestic Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2050/2	Electricity	750.00	281.88	1000.00	2422.57	2500	1140.43	2000.00
2050/3	Phone Charges	550.00	524.42	650.00	627.04	700	302.48	700.00

2050/4	Broadband charges	350.00	363.32	350.00	384.12	400.00	294.93	400.00
2050/5	Stationery/Office furniture	300.00	380.45	300.00	282.68	350	122.48	350.00
2050/6	Photocopies	1920.00	1526.73	1600.00	2030.28	1800	1228.51	1800.00
2050/7 *	Maintenance (Inc. refuse collection)	450.00	2236.08	1000.00	2006.81	500	429.32	500.00
2050/9	Water Charges	130.00	112	130.00	178.77	200	71.27	200.00
Total		4450.00	5424.88	5030.00	7932.27	6450.00	3589.42	5950.00

The cost of running and maintaining the Council Office. **£720 in earmarked fund 25/26: 2050/7* Quote required for Office carpet which come in at £2,180

2055	Loan Repayments	6940.00	6938.22	6940.00	6938.22	6940.00	6938.22	6940.00
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Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20 year period. Repayments are made twice a year (May and November).

2060	IT Costs							
2060/1	IT Support	1900.00	1896.99	1900.00	1639.35	2000	1655.29	3500.00
2060/2 **	IT Capital	500.00	285.00	0.00	10.61	0.00	19.15	2500.00
2060/3	Website costs	300.00	250.00	300.00	325.00	350.00	315.00	350.00
Total		2700.00	2431.99	2200.00	1974.96	2350.00	1989.44	6350.00

IT Capital is for purchasing any new IT equipment. IT support includes annual support and updates for Finance, Cemetery and Mapping software (Edge designs - £860), annual support fee for mapping software (Pear technology - £250). Anti-virus (£80). Microsoft office and cloud storage £80 per year, Payroll software (Sage - £156) Website hosting and management with Vision ICT (£300) ** Capital equipment earmarked fund stands at £2,880.00 25/26 2060/1 increased budget for additional software, 2060/1 budget for new computers.

2070	Insurance	3000.00	5112.88	5000.00	5825.70	5700.00	5648.33	6000.00
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Includes public liability insurance, insurance for parish council assets and equipment (September 2023 full review carried out renewed with Hiscox). Motor Insurance for tractor (this is recharged to Terrafirma as part of the hire agreement). Cost of annual cyber insurance. Increase in renewal cost due to increase in building valuations and claim.

2080	Petty cash							
2080/1	Postage	150.00	61.82	100.00	70.85	150	28.92	100.00
2080/2	Other	100.00	112.99	100.00	87.45	100	52.45	100.00
Total		250.00	174.81	200.00	158.30	250.00	81.37	200.00

Postage of correspondence and various incidental expenditure.

2090	Professional Fees							
2090/1	Audit	1300.00	1370.00	1300.00	1185.00	1500.00	1025	1500.00
2090/2	Legal Fees	1200.00	800.00	500.00	0.00	500.00	400.00	500.00

2090/3	Other	0.00	550.20	0.00	1548.00	0.00	297.25	0.00
Total		2500.00	2720.20	1800.00	2733.00	2000.00	1722.25	2000.00
Internal and External audit (external audit is £630 per year, internal audit is £495 per year. Incidental legal fees which may occur throughout the year. Legal fees to cover any costs incurred for asset transfers.								
2100	Subscription costs							
2100/1	DAPTC	1230.00	1212.06	1270.00	1270.24	1332	1331.21	1731.00
2100/2	SLCC	280	327.00	350.00	337.00	350.00	348.00	370.00
2100/3	Other	850	814.75	200.00	130.00	850.00	135.00	850.00
Total		2360.00	2353.81	1820.00	1737.24	2532.00	1814.21	2951.00
DAPTC annual subscription, Society of Local Council Clerks, Other include: Information Commissioners Office (£35). ICCM (£90) National Allotment Society (£60), Breakthrough Communications Compliant Councils Hub (started in March 2021 - £645 per year)								
2110	Purchase of Dog Waste bags	250.00	174.40	250.00	182.60	250.00	117.63	250.00
Purchase of dog waste bags for resale to residents. (currently sold at £2.50 per pack of 100 bags)								
2115	Purchase of Kitchen Caddy Bags	2000.00	1602.96	2000.00	1602.96	2000	1068.64	2000.00
Purchase of Biodegradable bags for resale to residents (sold at £4.50 per pack of 52 bags)								
2120	Grants							
2120/1	Section 137							
2120/1/2	Others	3000	3453.21	3000.00	2800	5000.00	3200	7500.00
2120/1/3	Jean Ware Legacy award	1000	1000.00	0.00	37.91	0.00	-	
2120/1/4	Apprentice Scheme	1000	250.00	0.00	0	0.00	-	
2120/2	Section 142 - CAB	800	800.00	800.00	1500	800.00	0.00	1000.00
Total		5800.00	5503.21	3800.00	4337.91	5800.00	3200	8500.00
A grant each year to each of the local Citizens Advice bureaux, plus an amount for any other applications that are considered during the year. Includes £2500 for Memorial Hall as grant already approved								
2130	Election Expenses	0.00	0.00	0.00	0.00	500.00	50.00	0.00
An election can be called at any time and it is prudent for the Council to budget for this eventuality. The cost of an election is an unknown quantity but on average it is £500 per polling station. NOTE: There is £500 in earmarked funds for elections. 2024 election costs were £50 as uncontested election.								
2140	General & Contingency	100.00	225.96	100.00	792.45	500.00	396.47	250.00
A small budget for general expenditure/contingencies is prudent. (St Anthonys hall hire costs included here)								

2150	Advertising and Publicity	600.00	461.90	600.00	210.00	600.00	899.56	600.00
A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications as well as Facebook advertising.								
2180	Remembrance Day Costs	800.00	696.00	800.00	560.00	800.00	570.00	800.00
Costs for Remembrance Sunday - 2023 costs: Bugler (£75), Band (£100), Coach for band (£215), PA address system (use own PA system - Operator costs £150), Donation to RBL (£100), First Aid Cover (£40)								
2190	Youth Club Funding	23800.00	19400.00	20000.00	18500.00	20000.00	20000.00	20000.00
Funding for West Moors Youth Club.								
2195	Service Devolution Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funding to cover costs of services taken over by TC from Dorset Council to an earmarked fund. Earmarked fund currently stands at £9,052.17								
2197	CIL Expenditure	0.00	2703.68	0.00	8198.00	0.00	2951.45	0.00
Any CIL expenditure has to be accounted for separately (regardless of what it is spent on)								
2198	Community Celebrations	450.00	340.21	450.00	425.17	400.00	68.27	400.00
Community celebration costs (2025 is 80th anniversary of VE- Day)								
2199	Zettle (PayPal) Card transaction fees		198.92	0.00	163.01	0.00	66.47	0.00
Card payment fees at 1.75-2.5% of each transaction. The fee is deducted before the payment received								
	Total Expenditure	128570.00	144018.62	149485.00	161912.22	160314.00	123428.80	172188.00

The Environment committee made no changes to their draft budget as attached below.

Nominal Code	Source	BUDGET	Year End Figures	BUDGET	Year End Figures	BUDGET	Half Year Figures	DRAFT BUDGET
		2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26
INCOME								
1100	Fryer Field Fees							
1100/1	Football	4000.00	4216.68	4000.00	3685.18	4500.00	1366.08	4000.00
1100/3	Multi- Purpose	5000.00	12475.75	7000.00	11640.00	10000.00	4491.00	10000.00
1100/4	Other	1000.00	2715.00	2000.00	2073.50	2500.00	1463.30	2000.00
1100/5	Community Event Income	1500.00	2720.19	2000.00	4442.75	3000.00	6310.60	3000.00
Total		11500.00	22127.62	15000.00	21841.43	20000.00	13630.98	19000.00
Income from fees paid by various sports clubs for using the sporting facilities and pavilion. Income received from Community event held at Fryer Field								
1110	Cemetery Fees							
1110/1	Memorial	4000.00	4675.00	5000.00	7771.27	5000.00	1623.00	5000.00
1110/2	Interment	10000.00	15330.00	12000.00	7965.00	12000.00	6725.00	12000.00
1110/3	Purchase Graves	4000.00	9250.00	6000.00	5013.00	6000.00	3882.00	6000.00
Total		18000.00	29255.00	23000.00	20749.27	23000.00	12230.00	23000.00
Income from fees paid by various funeral directors and individuals for interments etc. within the cemetery								
1115	Allotment Rent	1900.00	1836.00	1900.00	1880.84	1900.00	1926.72	1900.00
Income from Allotment rent. Annual rent from all current allotments should total £1908 (fees to be increased in April 2025)								
1120	Insurance claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125	Memorial Benches and Plaques	0.00	1000.00	0.00	4500.00	0.00	1000.00	0.00
Fees for Memorial bench and plaque applications (any fee received is offset against expenditure in code 4020)								
TOTAL INCOME		31400.00	54218.62	39900.00	48971.54	44900.00	28787.70	43900.00

EXPENDITURE

3010	Fryer Field Maintenance							
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3010/1	General	4000.00	2268.02	2000.00	2764.17	2000.00	368.09	4500.00
3010/4	Contractor Fees	9900.00	7997.22	9900.00	8724.24	9900.00	5089.14	10000.00
Total		13900.00	10265.24	11900.00	11488.41	11900.00	5457.23	14500.00
Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and general usage. An external contractor is employed to maintain the Fryer Field area. 25/26 £2500 added for new goal posts								
3020	Pavilion Running Costs							
3020/1	Electricity	1000.00	1844.51	1100.00	1532.04	1100.00	814.50	1500.00
3020/2	Water/sewage	800.00	955.92	800.00	1014.45	800.00	377.53	800.00
3020/3	Maintenance (inc cleaning)	1750.00	1538.37	1750.00	11142.50	5400.00	2960.73	5400.00
3020/4	Legionella Testing	920.00	788.06	920.00	1454.07	920.00	645.60	1500.00
3020/5	Broadband	550.00	384.00	550.00	466.96	550.00	217.02	550.00
Total		5020.00	5510.86	5120.00	15610.02	8770.00	5015.38	9750.00
Pavilion running costs include services to the pavilion and the maintenance costs (including cleaning) required to keep the building in good condition. Legionella testing is carried out monthly by Aquacare.								
3030	Multi Purpose Play Area							
3030/2	General Maintenance (inc floodlights)	5000.00	32.07	4000.00	8249.97	4000.00	30.61	4000.00
3030/3	Electricity	250.00	608.18	300.00	188.51	300.00	301.45	500.00
3030/5	FUND FOR ADDITIONAL MUGA	3500.00	0.00		0.00	0.00	0.00	10000.00
Total		8750.00	640.25	4300.00	8438.48	4300.00	332.06	14500.00
Each year money has to be set aside for the renewal of the artificial grass when it reaches the end of it's useful life (approx. 10 years after installation, which was April 2009). (earmarked fund currently stands at £54,000). 2025/26 - 3030/2 = £2500 to earmarked fund, 3030/5 = £10,000 to start fund for additional MUGA								
3040	Fencing	2000.00	827.91	2000.00	945.00	2000.00	0.00	2000.00
To cover any incidental fencing requirements/repairs at Fryer Field.								
3050	Play Area - Fryer Field							
3050/1	Maintenance	250.00	0.00	250.00	23.88	250.00	153.26	250.00
3050/3	Safety Inspection	450.00	283.00	450.00	412.50	450.00	330.00	450.00
Total		700.00	283.00	700.00	436.38	700.00	483.26	700.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out, plus an annual inspection. Fryer Field was completely refurbished in 2017 (completed in October)								
3060	Play Area - Oakhurst							

3060/1	Maintenance	250.00	13485.28	250.00	114.00	250.00	4405.20	250.00
3060/3	Safety Inspections	350.00	282.98	350.00	412.50	350.00	330.00	350.00
Total		600.00	13768.26	600.00	526.50	600.00	4735.20	600.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out, plus an annual inspection.								
3070	Skate Park Maintenance	200.00	7139.92	200.00	185.49	200.00	0.00	200.00
General maintenance of the skate park to ensure that it is safe to use. Inspections are carried out monthly as part of the Fryer field play area inspections. Skatepark completely replaced in 2021 (finished September) with concrete facility costing £200,000. Maintenance costs are minimal.								
3080	Play Equipment	4000.00	9859.38	4000.00	0.00	4000.00	0.00	4000.00
For replacement play equipment (going into the earmarked fund which currently stands at £31,265. In 25/26 £4000 to the earmarked fund)								
3100	Cemetery Costs							
3100/1	Non Domestic Rates	1100.00	1060.38	1100.00	823.35	1100.00	823.35	1100.00
3100/2	Water charges	50.00	43.95	50.00	32.80	50.00	30.55	50.00
3100/3	Buy back of cemetery plots	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		1150.00	1104.33	1150.00	856.15	1150.00	853.90	1150.00
Rates and water charges for the cemetery								
3110	Cemetery Maintenance							
3110/1	General	4400.00	5624.37	3000.00	302.56	1500.00	2300.00	1500.00
3110/2	Fencing	1500.00	2690.00	300.00	360.83	300.00	0.00	300.00
3110/3	Gravel	350.00	114.00	350.00	265.00	350.00	0.00	350.00
3110/7	Refuse Collection	850.00	808.00	850.00	873.44	850.00	449.80	850.00
3110/8	Contractor fees	6700.00	6157.14	6700.00	6750.46	7000.00	4035.71	7100.00
Total		13800.00	15393.51	11200.00	8552.29	10000.00	6785.51	10100.00
Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is kept neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly by DWP. Fence at the front of the cemetery was replaced in 2016 and painted in 2024.								
3120	Memorial Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Memorial Inspections are required every 5 years. The last inspection was in July 2024, carried out in house with the assistance of a local stone mason. In order to ensure there are sufficient funds to carry out the inspections in 2029 an earmarked fund is held. Earmarked fund currently stands at £1,800								
3140	Petwyn Maintenance/improvements	250.00	454.68	250.00	132.96	250.00	6.28	250.00

Budget for maintenance and improvements to the Petwyn. Includes the cost of water for the stand pipe located on the Petwyn.								
3150	Allotments	1000.00	916.62	500.00	1290.57	500.00	698.87	750.00
Allotments have been up and running since June 2016. Monies for grass cutting, general maintenance work, pest control and water charges.								
3160	Tree Maintenance	3000.00	702.99	3000.00	0.00	3000.00	0.00	3000.00
Funds for the maintenance of all trees on Council owned land. In 2021 works carried out on Petwyn trees. 2022 works to a few trees in the cemetery. 2024 works to oak trees at Fryer Field.								
3170	Climate Emergency	3500.00	1271.34	500.00	0.00	500.00	0.00	500.00
Funds to cover work of Climate Emergency actions.								
4000	Public Seating							
4000/1	Maintenance	200.00	290.00	300.00	0.00	300.00	0.00	300.00
4000/2	Purchase	0.00	0.00	0.00	1720.00	0.00	0.00	0.00
Total		200.00	290.00	300.00	1720.00	300.00	0.00	300.00
For repair/maintenance/replacement/addition of public seating in the village.								
4010	Bus Shelters							
4010/1	Maintenance	500.00	1410.00	500.00	180.00	500.00	90.00	500.00
4010/2	Purchase	5300.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		5800.00	1410.00	500.00	180.00	500.00	90.00	500.00
For repair/maintenance/replacement/addition of council owned bus shelters in the village. August 2017 - replacement shelters at Castleman Court and opposite Queens Close were installed. Oct 2022, A31 shelter refurbished.								
4020	Street Furniture							
4020/1	Maintenance	250.00	316.00	500.00	553.45	500.00	4.00	600.00
4020/2	Purchase	0.00	0.00	0.00	0.00	800.00	435.00	0.00
Total		250.00	316.00	500.00	553.45	1300.00	439.00	600.00
Repairs/maintenance/purchase of all street furniture owned by the council (includes dog bins, notice boards, refuse bins and Railway info board) and maintenance of Defibrillators								
4025	Speed Watch and Speed Indicator Device					0.00	352.80	500.00

Costs associated with the Speed indicator device and the Community Speed Watch team								
4030	General	150.00	425.00	150.00	197.07	200.00	650.00	200.00
A general contingency fund for items not specifically covered in the budget								
4040	Christmas	5000.00	6501.06	5000.00	6538.72	6000.00	0.00	7500.00
Includes the cost of installing/removing various lights on the lamp posts in Station Road, lights in Petwyn trees, the Christmas tree and the electricity costs. earmarked fund which currently stands at £6,228.16. 2025/26 Additional funds for remaining trees on Petwyn to be lit.								
4070	Lengthsman	1800.00	1531.32	1800.00	1644.70	1800.00	0.00	1800.00
Lengthsman costs: carried out by Terrafirma								
4075	Public Toilets	0.00		18000.00		19300.00		
4075/1	Cleaning		6818.44		12822.72		7195.08	15000.00
4075/2	Maintenance		3127.69		1664.24		600.00	5000.00
4075/3	Water/Sewage		973.81		3308.91		1533.39	3000.00
4075/4	Electricity		527.99		658.35		459.77	1000.00
Total			11447.93		18454.22		19300.00	24000.00
Park Way toilets - Maintenance, cleaning, consumables, water, sewage, electricity. 25/26: £3500 included for new hand wash unit in gents								
4076	Car Park costs		620.00	0.00	101.77	0.00	150.00	150.00
Costs for Park Way car park including, line marking , general maintenance. Costs to come from Service Devolution earmarked fund								
4090	Dogs (bin emptying)	550.00	550.16	550.00	619.53	650.00	306.28	650.00
emptying of Council owned dog bins located on Fryer field								
4095	CCTV							
4095/1	Purchase/Installation		0.00	0.00	0.00	0.00	0.00	0.00
4095/2	Maintenance	200.00	68.00	200.00	68.00	200.00	98.00	200.00
Total		200.00	68.00	200.00	68.00	200.00	98.00	200.00
CCTV at Fryer field was installed in August 2013 and upgraded in 2021. CCTV installed in council office 2021. Upgraded to cover Youth Club in October 2023								

4097	Community Event costs (moved from heading 4098/4)	1500.00	2850.64	1500.00	4730.54	1500.00	7447.26	5000.00
Westival Expenditure								
4098	Fryer Field Development Plan						0.00	0.00
Funds for any improvements at Fryer Field								
4099	Litter Picking Events	50.00	0.00	50.00	154.80	50.00	11.49	200.00
Funds for arranging litter pick events								
TOTAL EXPENDITURE		73370.00	93528.40	73970.00	83425.05	79670.00	43700.76	103600.00

Financial Implications of draft Budget as shown above.

The tax base for 2025/26 has been set at 3113.4, which is a slight increase on last year's tax base (3086.6). This is mainly due to the second home adjustment.

	Income			Expenditure			Expenditure minus income equals PRECEPT required
	Finance and GP Committee	Environment Committee	Total Income	Finance and GP Committee	Environment Committee	Total Expenditure	
2024/25	11640	44900	56540	160314	79670	239984	183444
2025/26	10740	43900	54640	172188	103600	275788	221148

2025/26 figures

Tax Base 3113.4

Cost to Band D household £71.03 or £1.37 per week.

This is an increase from last year Band D cost of 22.3p per week or £11.60 per year

For comparison

Band A will pay £47.35

Band B will pay £55.24

Band C will pay £63.14

Band D will pay £71.03

Band E will pay £86.81

Band F will pay £102.60

Band G will pay £118.38

Band H will be £142.06

Members are asked to make a recommendation to Council on the precept once they have reviewed all the budget figures.

AGENDA ITEM 9 – Review Council Policies

Members are asked to review the attached policies to ensure they are still relevant and up to date.

Item 9a – Crime and Disorder Policy

CRIME and DISORDER POLICY STATEMENT

1. POLICY STATEMENT

Section 5(2) of the Crime and Disorder Act 1998 (the right of town and Town Councils to be consulted).

Section 17 outlines the Duty of Local Authorities to consider the implications of crime and disorder.

All Town Councillors are to be provided with a copy of 'section 17'.

This policy is to assist the Town Council in doing all they can within their available powers, to ensure West Moors residents and their families can live their lives in security and safety by assisting in reducing crime and the fear of crime. We must have community safety embedded into our policy and our operational day-to-day activity.

To achieve the above, it is recognised that responsibility does not just lie with West Moors Town Council as a corporate body, but with Councillors individually, staff, service users, appointed contractors or service providers. They must all individually and collectively comply with this policy.

2. STATUTORY POWERS

2.1 contribute to police services e.g. PCSOs (Police Act 1996, s.92).

2.2 install and maintain equipment (e.g. CCTV) and establish and maintain a scheme for detection or prevention of crime (Local Government and Rating Act 1997, s.31).

3. POLICY OBJECTIVES and BENEFITS

It is good practice to be actively involved within partnership working for the following reasons.

3.1 It avoids unnecessary duplication, confusion and waste of resources.

3.2 There is greater potential impact on crime and disorder through increased agency involvement.

3.3 Pooling resources maximises their effectiveness.

3.4 It provides opportunities for sharing expertise and teaming from others.

4. IMPLEMENTATION

4.1 monitoring services such as managing Town Council buildings, playing fields, cemetery and other assets.

- 4.2 tackling anti-social and nuisance behaviour via offering facilities (skate park with youth shelter) for the younger generation and offering annual funding to maintain the local Youth and Community Club.
- 4.3 improving communication between the public and the Police, the Council and other public bodies by inviting the local PCSO's to all public events, annual public meetings and publishing their contact details on the notice boards.
- 4.4 addressing problems, which impact on communities' feelings of safety such as fly tipping, abandoned vehicles and graffiti. The Town regularly receive, process and resolve these issues, working in partnership with Dorset Police and Dorset Waste Partnership.
- 4.5 liaising with the Dorset Council Housing department in regard to homeless issues in the village, reducing anti-social behaviour and hate crime.
- 4.6 working in partnership with Dorset Council on any local parking, road work, traffic or highway issues.
- 4.7 receiving regular visits from the local PCSO summarising incidents affecting the local community.
- 4.8 sharing updates via the Town Council's Facebook page with a view to raising awareness of local issues.

5. COUNCIL DOCUMENTS AND PROCEDURES

- (a) Protocol 03 – CCTV Code of Practice
- (b) Protocol 05 - Complaints procedure.
- (c) Protocol 11 – Travellers Policy

6. POLICY REVIEW

West Moors Town Council will review this policy as is necessary and appropriate, and at a minimum on a 3 to 4 year basis.

Notes: No Changes are recommended to the above Policy as it is still relevant.

Item 9b – Privacy Notice – General

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by West Moors Town Council, which is the data controller for your data.

Other data controllers the council works with:

- Parish/Town, and Unitary Councillors
- Local groups and organisations
- Sports Clubs
- Dorset Council
- Funeral Directors
- Stonemasons
- Charities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council venue, financial identifiers such as bank account numbers, payment/transaction identifiers, policy numbers, and claim numbers.

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- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data in order to comply with legal requirements and obligations to third parties.
- We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;

- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment plot tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is

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necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European

Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

All email and council documents are stored in Office 365 cloud, which includes the following protection;

Supported and patched by Microsoft directly

Complex passwords of 8 or more characters secure all access

The data within Office 365 is stored in the locations highlighted in the following link (London, Cardiff and Durham)

<https://products.office.com/en-GB/where-is-your-data-located?ms.officeurl=datamaps&geo=UnitedKingdom#UnitedKingdom>

Council Finance and Cemetery information is stored remotely on servers in Cambridge run by Edge IT Systems: Reg no 08046131, Registered in England & Wales.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page at www.westmoors-tc.gov.uk. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller

West Moors Town Council

4 Park Way

West Moors

Dorset

BH22 0HL

Tel: 01202 861044

Email: office@westmoors-tc.gov.uk

NOTES: No changes are recommended to the Privacy policy – General

Item 9c – Privacy Notice Staff / Councillors

PRIVACY NOTICE

For staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by West Moors Town Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- Payroll services providers
- Town, Unitary Councillors
- Local groups and organisations
- Sports Clubs
- Funeral Directors
- Stonemasons
- Charities
- Contractors

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers and payment/transaction identifiers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of meetings, website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, certificates, employment status; information for disciplinary and grievance proceedings; sickness absence data; and personal biographies.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.

- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest (or for official purposes).

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.

- Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with data protection regulations.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions;

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- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- Payroll services providers
- Trade unions

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

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5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will inform you of any updates.

This Notice was last updated in **May 2018**.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller

West Moors Town Council

4 Park Way

West Moors

Dorset

BH22 0HL

Email: office@westmoors-tc.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

NOTES: No changes are recommended to the Privacy Policy – Staff/ Councillors

AGENDA ITEM 10 – Correspondence

None at time of producing agenda

AGENDA ITEM 11 – Staff Matters

Sickness report: No sickness since last reported

Overtime report: Since last reported: no extra paid hours have been worked

Annual Leave:

Leave remaining before the end of the financial year:

Clerk - 6 days and 7.5 hours lieu time

Assistant - 9.5 days

The clerk has one-week annual leave booked for the 23rd to 27th June.