

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

WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL
Tel: 01202 861044 Email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 24th APRIL 2025** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

16th April 2025

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

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public \(Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out\) Public session is limited to 10 minutes](#)
3. [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
4. [To Approve and Sign the Minutes of the Town Council meeting held on Thursday 27th March 2025 \(pages 3301-3305\). To Receive any Matters Arising from them \(for information only\)](#)
5. [To Approve and sign the report of the Annual Town Assembly held on the 10th April 2025.](#)
6. [To Receive Clerks report](#)
7. [To Approve Accounts for Payment](#)
8. [To Complete Form – Conflict of Interests with BDO](#)
9. [To Approve Annual Governance Statement and Statement of Accounts \(AGAR\) for 2024/25](#)
10. [To Receive copy of asset register](#)
11. [To Consider road safety issue outside St Marys School – Fun no parking figures](#)
12. [To discuss quotations for installing CCTV in Park Way Car Park and protection for the public toilets](#)
13. [To Discuss the way forward for producing a Strategic Plan](#)
14. [To Receive Report from Dorset Councillors](#)
15. [To Receive Westival Planning Update](#)
16. [To Receive Information from Members](#)
17. [To Receive Correspondence](#)

COUNCIL MINUTES ARE AVAILABLE TO VIEW AT www.westmoors-tc.gov.uk

AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40. The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 27.03.25

3301

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 27th March 2025 in
The Pavilion, Fryer Field at 7.30pm.

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
Mrs Nadine Hancock, Assistant to Town Clerk
Dorset Councillor A Skeats

APOLOGIES: Cllr C Way
(reasons for absence were noted)

24/322 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

**24/323 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

**24/324 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 27th FEBRUARY 2025**
Having been circulated, the minutes on pages 3288-3291 were agreed, adopted and signed.

24/325 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 6th March 2025, pages 3292-3293 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Environment Committee** held on the 13th March 2025, pages 3294-3295 as circulated, was confirmed, adopted and signed.
- c. **The Report of the Finance and General-Purpose Committee** held on the 20th March 2025, pages 3296-3300 as circulated, was confirmed, adopted and signed.
Recommendation 24/319a was RESOLVED. Voting: unanimous
Recommendation 24/319b was RESOLVED. Voting: unanimous
Recommendation 24/319c was RESOLVED. Voting: unanimous

24/326 TO RECEIVE TOWN CLERKS REPORT

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

24/327 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3304 of these minutes. (Cllr's Senior and Hawkes to authorise the electronic payments)

Voting: unanimous

24/328 MEETING SCHEDULE 2025/26

Members reviewed the meeting schedule from May 2025 to June 2026 and it was

RESOLVED that the meeting schedule for May 2025 to June 2026 be approved.

Voting: unanimous

A copy of the schedule is attached to these minutes on page 3305

24/329 DONATION TO DORSET HISTORY CENTRE

A member of staff from the Dorset History will be attending the Annual Public meeting on the 10th April to give a talk on the history of West Moors, members considered giving a donation to the Dorset History centre as a thank you. After discussion it was

RESOLVED that a donation of £100 be sent to the Dorset History Centre.

Voting: unanimous

24/330 STRATEGIC PLAN SURVEY UPDATE – PROMOTING WEST MOORS

Members received a presentation on the promoting West Moors consultation. They also received a paper copy of the headline results from all the surveys, which was due to be released at the Annual Town Assembly. The low response rate was noted.

Cllr Holmes raised concerns about publishing the results of the surveys stating that lots of the comments from the surveys were not realistic, measurable or achievable and felt that this would give residents a false hope.

Cllr Skeats suggested that there should be a town forum to discuss and to get more feedback from residents.

It was suggested that the low response rate to the surveys could indicate that on the whole residents are content.

It was also stated that we should publish the results of the survey to show transparency. After debate, it was agreed that members would look over the document and suggest any changes that they feel may be required, the clerk to write an introduction to the survey results explaining what they are and what they will be used for and once this is complete it will be emailed to members for comment. If members agree via email, then the document will be available at the Annual Town assembly.

24/331 PARK WAY CAR PARK CCTV

After a recent spate of vandalism at the public toilets, where the locks to the toilets had been glued so the facility cannot be locked up, members discussed the option of installing CCTV in the area.

Members also discussed what other options may be available to prevent damage to these facilities.

It was suggested by Cllr Holmes that the toilets are closed temporarily, this was not supported.

It was suggested that information about the cost of the public toilets be published and residents asked if they wish to continue having this facility provided.

It was suggested that the Police and Crime Commissioner may have grants available to assist with anti-social behaviour, clerk to investigate.

Members asked that all incidents of ASB are reported to the police.

After discussion it was agreed to get costings for CCTV, a metal grill to cover the door and investigate available grants.

24/332 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillors Shortell and Skeats regarding traffic safety issues around West Moors, ongoing enforcement cases, Dorset Council forward planning, DC budget and aims to make savings, affordable housing initiatives, car parking charges and resident parking permit schemes.
A copy of the full report is available in the council office.

24/333 WESTIVAL 2025 UPDATE

Members received an update on the planning for this event. It was noted that all entertainment is now secured, and sponsorship is complete.

To date there are 46 stalls and 11 food vendors booked to attend.

It was noted that volunteers are needed to assist with collecting money for the climbing wall and bouncy castle.

24/334 INFORMATION FROM MEMBERS

Cllr C Way in his absence had previously submitted the latest copy of the youth club accounts for members to review.

Cllr Mrs P Yeo thanked members for attending the Dementia Awareness training session.

Cllr Wilkes reported on his attendance at the DAPTC meeting.

Cllr Shortell reported that he will be attending the next meeting of the Memorial Hall Council on the 7th April.

Cllr Mrs R Burke reported that when visiting the cemetery, she was told that the council had poisoned the badgers, Cllr Burke informed the person that this was very much untrue. It was suggested that such misinformation needed to be addressed in the newsletter.

24/335 CORRESPONDENCE

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

The Chair declared the meeting closed at 20:33 hrs.

The next meeting of the Town Council will be held on 24th April 2025 at 19:30hrs.

SIGNED DATE
Chair

Payment list dated 20.03.2025			
Payment method	Invoice amount	Invoice date	Details
EB 31.03	£330.00	19.03.25	Castlemania - Staffed Bouncy castle hire for Westival
EB 31.03	£124.00	21.03.25	Seyward Windows - New lock for gents public toilet door after vandalism of lock
EB 31.03	£50.00	18.03.25	Cole Management - Office window and bus stop cleaning Feb/March
EB 31.03	£17.94	24.03.25	Creative Solutions - new keys for Hot topic noticeboards
EB 31.03	£1,627.02	26.03.25	Terrafirma - Lengthsman service from April 24 to March 25
EB 31.03	£324.00	26.03.25	Terrafirma - Gravel for cemetery footpaths
EB 31.03	£554.73	26.03.25	Terrafirma - bedding plants for Petwyn, new manhole cover and frame at FF, install of noticeboards, pickleball posts and bollards outside public toilets, rubbish clearance at allotments and car park
TOTAL	£3,027.69		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 26.03	£842.93	12.03.25	SSE - Electricity Charges for Floodlights (01.12.24 to 05.03.25) and Pavilion (01.12.24 to 27.02.25)
Total	£842.93		

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

AGENDA ITEM 5 – Report from Annual Town Assembly 10.04.2025

WEST MOORS TOWN COUNCIL

REPORT of the ANNUAL TOWN ASSEMBLY

held on **Thursday 10th April 2025** held at 7pm In St Anthony's Church Hall

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)
Mrs Nadine Hancock (Assistant to the Clerk)
Lord Lieutenant Michael Dooley Esq LVO
42 members of the public
31 members of public across the information stands;

APOLOGIES:

Cllr Way	Cllr Shortell	Dorset Councillor Skeats
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East Dorset Craft Club
Home Start Wessex
West Moors Bowls Club
Dorset Council Trading Standards
West Moors Dementia Action Group
West Moors Horticultural Society
Citizens Advice Bureau
West Moors Flower Group
West Moors Football Club
Castleman Community Larder
West Moors Scouts
West Moors Singers

The Chair, Cllr Rita Burke welcomed those present and explained the order for the evening:

The Town Councillors were thanked for having been in office for the past 12 months, in this voluntary, unpaid and sometimes challenging role. Their support has been appreciated.

The evening commenced with guest speaker, Maria Gayton, from the Dorset History Centre (DHC). Maria gave an interesting presentation on the archives held at the DHC and some information relevant to the history of West Moors.

Next the Clerk presented information about West Moors Town Council's activities in the past year, These included:

- Bi-monthly litter picks with a wonderful group of volunteers.
- The Speed watch initiative continuing to make an impact on road safety
- EV Chargers in Park Way car park
- Volunteers maintaining and improving The Spinney
- Bollard install outside Tesco
- Issues of vandalism at the public toilets
- Increase income from sports fees
- Increased security at Fryer Field
- Introduction of pickleball courts
- Event held for the 80th Anniversary of D-Day
- Improved Christmas lights
- Westival
- Explanation of the budget and council tax cost for the Town Council
- Support for the Youth Club
- Training of staff and councillors

- Public surveys to help inform the council

There was an interval for refreshments and networking.

After the interval, the Town Council's plans for 2025//26 were relayed;

- WESTIVAL being held on Saturday 12th July
- An event has been planned to commemorate the 80th Anniversary of VE-Day
- New goals posts at Fryer Field
- Additional Christmas lights
- New IT in council office
- West Moors TC being awarded the Silver Award as part of the Local Council Award Scheme. This is a prestigious award as part of the Local Council Award Scheme, and only 4 councils in Dorset have this award.

The Town Clerk again, welcomed comments and questions, and a few matters were discussed;

- Persistent parking on zig-zag lines outside Oakhurst School. Could Dorset Council/West Moors Town Council or anyone else help to fund the purchase of removable aluminium bollards?
This proposal will be discussed in the next full council meeting on the 24th April.
- Following the Highways survey results showing residents felt Community Speedwatch sessions were less important than implementing traffic calming measures, resident spoke in support of the effectiveness of the Community Speedwatch Group, offering thanks to Cllr Salt for his hard work and asking the community to support the initiative.
- When relining takes place in Park Way car park, could the spaces be made wider? Cllr Holmes added that if cars are parked too close the Samaritans donation bank cannot be accessed.
Spaces will be made a little wider and the charity bin has been moved to allow for more disabled spaces. Hatching will be painted around the bin to improve accessibility.
- Resident mentioned excessive water issues becoming increasingly problematic on Glenwood Road, and wondered whether anyone else had similar issues.
It was noted resident has already been in touch with West Moors Town Council, Dorset Council and Wessex Water, and should continue as they are doing.
- Resident mentioned recent works had left the pavements in a terrible state on Pennington Close.
It was noted that Dorset Council have specific criteria that must be met in order to repair footpaths. Clerk encouraged residents to come into the office to report pavements in need of repair and take photos of affected areas so we can escalate to Highways team.
- Resident raised issue of amount of roadworks in West Moors, particularly where no-one is manning or operating in the area. Who is controlling this and is there anything the Town Council can do?
It was noted Dorset Council contract the works but also have limited control. Clerk explained there are examples where inaction is necessary e.g. during gas works where ground must be left to vent.
- Should there be parking charges applied to Park Way car park, if staying longer than 3 hours, to prevent vehicles abusing the short stay aspect.
- The need for the lines to be remarked in Park Way car park, and when this will happen.

The meeting then heard from another guest speaker, Jane Hutchins, form Trading Standards. Jane gave presentation about scams and how to protect yourself against them.

The last part of the evening was the Good Citizen Award presentation.
The Chair of the Council, Cllr Mrs Rita Burke, called out the nominees;
Michelle Bennett – Castleman Community Larder
Sylvia Barrett – from the lunch and friendship club
Sarah Parrett – from Pinehurst Community Church
Pete Osborne – Community volunteer
Steve Leach – from West Moors Scouts
Wendy Osborne – for her community fundraising

The winner was announced as Steve Leach for his dedication of over 50 years to the West Moors Scouts.

A big round of applause and photos of all those nominated, followed.

Lord Lieutenant Michael Dooley Esq LVO presented Steve Leach with his trophy and all the nominees with their certificates of recognition.

Lord Lieutenant Michael Dooley Esq LVO informed those present of his role and what he can do to assist local communities. The Lord Lieutenant spoke about a fund being set up in association with Dorset Community Foundation.

There was note of thanks and the meeting was closed at 20:55 hrs

SIGNED DATE
Chair of the Council

AGENDA ITEM 6 – Clerks Report

The Clerk's report is an update of on-going issues as well as informing members of any other matters that do not require a decision.

1. The Assistant to the Clerk has been registered to complete the ILCA qualification.

AGENDA ITEM 7 – Accounts for Payment

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

AGENDA ITEM 8 – BDO conflict of Interest form

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

A copy of the form is shown below for your reference.

Members are requested to declare any interest as required.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

<i>Name of Smaller Authority</i>	WEST MOORS TOWN COUNCIL
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☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name JUDI WEEDON

Signed (Chair)

Print Name RITA BURKE

AGENDA ITEM 9 – Annual Governance Statement and Statement of Accounts (AGAR) for 2024/25

The Statement of Accounts is the position of the council's finances as at 31st March 2025. It is a statutory document that must be completed each year and sent to an external auditor for approval.

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

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

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

WEST MOORS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.WESTMOORS-TC.GOV.UK AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2, Accounting Statements.

The internal auditor, Tim Light, visited on the 15th April and has signed and dated the Annual Internal Audit report section on the AGAR as shown below.

Annual Internal Audit Report 2024/25

WEST MOORS TOWN COUNCIL

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/10/24 12/02/25 15/04/25

Name of person who carried out the internal audit

ENT TIM LIGHT FMAAT OR

Signature of person who carried out the internal audit

T. J. Light

Date

15/04/25

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2024/25 Form 2

Page 2 of 6

He has also checked and agreed the figures shown on Section 2, Accounting Statements.

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

Section 2 – Accounting Statements 2024/25 for

WEST MOORS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	213,022	211,265	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	175,355	183,444	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	68,292	100,018	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	98,053	95,682	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,938	6,938	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	140,412	157,839	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	211,265	234,268	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	207,030	229,700	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	862,921	867,579	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	40,145	34,529	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

04/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

The annual return and supporting documentation, including an explanation of any variances from last year figures, will then be sent to the external auditor BDO LLP via email.

As our expenditure/income is over £200,000 we also have to have an intermediate review, this includes providing evidence of using the correct spending power, correct budget setting with copies of minutes as evidence, evidence of the General Power of Competence with minutes and evidence of Clerks qualifications as well as copies of bank statements.

The Electors Rights to Inspect the accounts has been scheduled for 3rd June to 14th July (this is 30 working days and must include the first 10 working days in July). This is published on the website and noticeboards.

AGENDA ITEM 10 – Asset Register

As part of the Annual Governance and Annual Return (AGAR, year end accounts), I have been advised that at least once a year the asset register held by the council needs to be reviewed by Council.

The asset register is currently held on an excel spreadsheet but also on the Finance software we use on a daily basis (EdgeIT).

When new items are purchased or items disposed of, that require inclusion or deletion from the asset register, these are added/deleted from the register by the RFO. This ensures that at the end of the financial year the asset register is up to date.

The asset register is also checked by the internal auditor to ensure that no purchases are missed.

Members are therefore asked to review the attached asset register, attached separately to ensure it contains all relevant information.

Please note new computers were installed in the council office on the 16th April and these items have not yet been added to the asset register.

AGENDA ITEM 11 – Road Safety outside St Marys School

At the Annual Town Assembly, a local resident highlighted the parking issues outside St Marys school and raised concerns about the child safety in the area.

They have requested that the council consider assisting with this by purchasing some 'fun' no parking signs from

<https://signs2schools.co.uk/>

Signs can be manufactured with the school logo and uniform colour.

Cost:

Individual signs are £185 each

A pack of four signs is £716

A pack of six signs is £1056

Please note that we have not managed to speak to St Marys School prior to sending out the agenda, so are currently unaware of the schools' thoughts on these signs and whether they would be able to utilize them. It is hoped that by the time of the meeting we will have heard from the school so that matter can be fully debated.



Members are asked to consider purchasing signs to donate to the St Marys School

AGENDA ITEM 12 – CCTV at Park Way Car Park and protection for public toilets

Members agreed at the council meeting held on the 27th March to obtain quotes for the installation of CCTV to cover the public toilets/car park at Park Way.

Two quotes were sought, one from our current CCTV supplier and one from a recommendation. Quote from our current CCTV provider is £1285 for 3 new cameras to link in with CCTV in the council office. (quote attached separately).

The quote from the recommended company has not yet been received.

Also to obtain a quote for a metal grill to protect the entrance door to the gent's public toilet. The cost for a custom-made metal grill to cover the entrance door is £1020 from Archway Wrought Iron.

Members are asked how they would like to proceed as currently the gents' toilets are open 24 hours a day.

AGENDA ITEM 13 – Way Forward with Strategic Plan for the Council

Members are requested how they would like to move forward with producing a strategic plan now that all the survey results have been collected and published.

Various options are available:

1. Council staff to collate and write a draft plan for council consideration.
2. Councillors, who all had areas of plan assigned to them in the beginning review their related survey results and write a section for inclusion in the plan.
3. Any other suggestions for producing a plan. Please note that the original intention was a strategic plan for the Council and what as a Council you would like to achieve.

AGENDA ITEM 14 – Dorset Councillor Report

Dorset Councillors D Shortell and A Skeats will give a report relevant to West Moors during the meeting.

Any written report received will be sent out prior to the meeting.

AGENDA ITEM 15 – Westival Planning update

Planning for this event on the 12th July is continuing.

Some volunteers have come forward after attending the Annual Town Assembly.

Advertising will start for the event after D-Day.

All attractions are now complete, as are food vendors.

The office will keep you all updated via email if anything changes.

AGENDA ITEM 16 – Members Information

An opportunity for brief verbal reports from members who have information relevant to West Moors.

Members are asked to produce a written report of attendance at meetings etc on which they are the Council representative. Please send this to the Clerk so it can be sent out with the agenda.

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

AGENDA ITEM 17 – Correspondence

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