

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 a meeting of the **FINANCE & GENERAL-PURPOSE COMMITTEE** being held on **THURSDAY 18th SEPTEMBER 2025 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

11th September 2025

Committee Membership

Cllr C Way – Chair

Cllr M Hawkes
Cllr D Shortell

Cllr Mrs C Holmes
Cllr J Staig

Cllr J Randall
Cllr K Wilkes

Cllr Mrs N Senior
Cllr Mrs P Yeo

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public](#) (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
3. [To Receive Declarations of Interests on any Matter on this Agenda](#)
4. [To Receive Clerks Report](#)
5. [To Receive Financial Information](#)
 - a. [Bank Reconciliations up to end August 2025](#)
 - b. [Internal Controls and income reports to end August 2025](#)
 - c. [CCLA Information](#)
6. [To Approve Accounts for Payment](#)
7. To Consider Grant Applications:
 - a. [West Moors Youth Club](#)
 - b. [West Moors Bowling Club](#)
 - c. [Sturts Farm](#)
 - d. [Lola Smith](#)
8. To Review Policies and Procedures
 - a. [AI Policy](#)
9. [To Receive Correspondence](#)
10. [Staff Matters:](#)
 - a. Sickness Report
 - b. Overtime report
 - c. Annual Leave report

Council and Committee minutes are available to view online 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 – Clerks Report

a. Councillors have carried out the annual asset checks, the report is attached for information.

Agenda Item 5 – Financial Information

Agenda 5a – Bank Reconciliations

Bank Statements up to 31.07.25 have been checked by the Cllr C Way, and should any other member wish to inspect the bank statements they can be emailed or made available at the meeting. At time of producing agenda bank statements for the 31.08.25 had not been received. Accounts reconciled using statements from online banking.

West Moors Town Council

Bank reconciliation as at 31.08.2025

Amount in bank as at 31/07/25	£290,143.07
Income during August	£3,220.59
Expenditure during August	£27,779.39
Amount in bank as at 31/08/25	£265,584.27

Bank Reconciliation as at 31/08/2025

Current	£2,488.22
Deposit	£238,041.76
CCLA PSDA	£25,000.00
Petty cash	£24.29

	£265,554.27
Less outstanding payments	£0.00
Plus unrepresented receipts	£30.00

Total amount held in accounts	£265,584.27

Long Term Investment:

CCLA Property Fund	£122,502.21
(Nominal value at 31.07.2025)	

Outstanding Loan Amount

Public Works Loan	(£31,648.16)
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Agenda Item 5b – Income reports

Income report for July and August 2025 shown below

Received Income 01.07.25 to 31.07.25			
Accepted date	Gross	Organisation	Details
01/07/2025	£50.00	Terraforma Maintenance Southern Ltd	Tractor rent
01/07/2025	£35.00	Various	Bag sales
01/07/2025	£425.00	A E Jolliffe & Son	cemetery fees
01/07/2025	£20.00	Care Concern Group	Westival Stall fee
01/07/2025	£140.00	Ferndown All Starts	Sports fees
01/07/2025	£224.00	LongFleet Ability FC	Sports fees
01/07/2025	£15.00	Me and My Dog Academy	Fryer Field hire fee
01/07/2025	£20.00	Cloud of Crochet	Westival Stall fee
01/07/2025	£20.00	Lavish Looks	Westival Stall fee
02/07/2025	£16.00	Will Payne	Sports fees
03/07/2025	£235.00	A E Jolliffe & Son	cemetery fees
03/07/2025	£940.00	A E Jolliffe & Son	cemetery fees
03/07/2025	£87.86	CCLA Public Sector Deposit Account	interest
04/07/2025	£30.00	Friends of the Strays of Greece	Storage hire fees
04/07/2025	£20.00	Waggy Tails	Westival Stall fee
04/07/2025	£370.00	Excalibur Stone	cemetery fees
04/07/2025	£50.00	Greek Kiosk	Westival Stall fee
07/07/2025	£32.00	Grange Athletic FC	Pavilion hire
07/07/2025	£80.00	HELM	Fryer Field hire fee
07/07/2025	£30.00	Totton Spiritualist Centre foodbank	Westival Stall fee
08/07/2025	£20.00	Village pet shop	Westival Stall fee
08/07/2025	£150.00	Nicholas O'Hara Funeral Directors	cemetery fees
08/07/2025	£25.00	Various	Card - Bag sales
09/07/2025	£20.00	Jade Jewell	Westival Stall fee
09/07/2025	£177.71	Lloyds Bank	Interest
10/07/2025	£1,070.00	A E Jolliffe & Son	cemetery fees
10/07/2025	£50.00	Gorse and Game	Westival Stall fee
11/07/2025	£265.00	Mrs Flint	cemetery fees
11/07/2025	£16.00	Will Payne	Sports fees
10/07/2025	£20.00	Heart of the New Forest	Westival Stall fee
12/07/2025	£3,594.13	HMRC	VAT refund
15/07/2025	£107.00	Various	Bag sales
15/07/2025	£1,122.50	Various	Westival Income, raffle etc
17/07/2025	£17.50	John Berry	Pavilion hire
22/07/2025	£32.50	Various	Card - Bag sales
22/07/2025	£85.00	South Coast Adventures	Westival Income, climbing wall card payments
28/07/2025	£30.00	Hants and Dorset Card Club	Pavilion hire
28/07/2025	£16.00	Will Payne	Sports fees
28/07/2025	£10.00	Neil Darrah - Tennis Academy	Tennis court hire
29/07/2025	£17.50	John Berry	Pavilion hire
29/07/2025	£1,070.00	A E Jolliffe & Son	cemetery fees
31/07/2025	£36.00	Various	Card - Bag sales
31/007/25	£1,364.74	CCLA Property Fund	Dividend

Total	£12,156.44		

Received Income 01.08.25 to 31.08.25			
Accepted date	Gross	Organisation	Details
01.08.25	£112.00	Ferndown All Stars	Sports Fees
01.08.25	£140.00	Longfleet FC	Sports Fees
01.08.25	£112.00	Longfleet FC	Sports Fees
01.08.25	£15.00	Me and My Dog Academy	fryer field hire fee
01.08.25	£285.00	Various	Bag sales
01.08.25	£870.00	Phoenix Marble and Granite	cemetery fees
04.08.25	£50.00	Terrafirma Maintenance Southern Ltd	Tractor rent
04.08.25	£30.00	Friends of the Stray of Greece	Storage hire
05.08.25	£7.00	Various	Bag sales
07.08.25	£89.76	CCLA	interest
07.08.25	£18.00	Neil Darragh	Tennis court hire
11.08.25	£20.00	Tulsa Band	Pavilion hire
11.08.25	£18.00	Neil Darragh	Tennis court hire
11.08.25	£189.83	Lloyds Bank	Interest
12.08.25	£64.00	Various	Bag sales
12.08.25	£150.00	Excalibur Stone	cemetery fees
13.08.25	£32.00	Letchers Solicitors	cemetery fees
13.08.25	£143.00	Excalibur Stone	cemetery fees
14.08.25	£16.00	Will Payne	Sports Fees
15.08.25	£18.00	Neil Darragh	Tennis court hire
18.08.25	£68.00	HELM	fryer field hire fee
18.08.25	£142.00	Mr Cadman	cemetery fees
19.08.25	£32.00	Various	Bag sales
20.08.25	£64.00	Grange Athletic FC	Pavilion hire
26..08.25	£25.00	Various	Bag sales
29.08.25	£510.00	AE Joliffe and Son	cemetery fees
Total	£3,220.59		

AGENDA ITEM 5c – CCLA Information

The Public Sector Deposit Fund is providing a yield 4.0434% at the 1st September 2025. (a very slight decrease from the figure last reported).

The Property Fund is currently remaining stable at £2.83 per unit (as of 31.08.25).
A dividend of £1,364.74 for April, May and June was received on the 31st July.

The CCLA were asked if there would be increased investment opportunities now, they are part of the Jupiter Group, the reply received stated that they would expect in due course to have the ability to access some of the Jupiter products, not all will be fit for Local Government, but some will.

AGENDA ITEM 6 – Accounts for Payment

List of payments to be approved at the meeting

AGENDA ITEM 7 – Grant Applications

General grant budget remaining for the current financial year £4,886

7a West Moors Youth Club

The annual budgeted grant of £20,000 to the youth club is now due. Members are asked to approve this payment after receiving regular updates from Cllr Way along with copies of accounts.

7b West Moors Bowling Club

This application was first considered on the 20th March 2025: copy of minutes shown below:

West Moors Bowling Club

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

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

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

Voting: unanimous

After informing the Bowling Club of the decision, they wrote asking for the reasoning behind the decision and disputed that they were a private members' club only. They asked if the grant could be reconsidered.

Therefore, the statutory time period has now elapsed, and the grant application can be discussed again.

A representative of the Bowls club will be in attendance at the meeting to answer any questions.

A copy of the accounts from the Bowls Club are attached 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

WEST MOORS MEMORIAL BOWLS CLUB

Name and Address of
Applicant

DAVID ROSE
70 OAKHURST ROAD
WEST MOORS
BH22 0DR

Position in Organisation

CLUB PRESIDENT

Telephone number (home)

07870 664139

Telephone number (work)

Description of the project

The project is to replace the bowls green irrigation system. The one we have at present is approximately 25 years old and the 150 metre lengths of pvc pipes are brittle and likely to fail at any time. The pipes need replacing with high pressure hose and the spray heads also need replacing, from hydraulic to electronic operation. Trenches need cutting to allow placement of the pipes and then reinstated and overlaid with tarmac.

Estimated total cost of
the project

£15,000

Amount requested from
The Town Council

£5,000 - or as much as can be afforded for us to maintain the integrity of the green

Why is the project
important to your
club/organisation?

A fully integrated bowling green irrigation system uses four pop-up sprinklers located halfway down each side of the green. The sprinklers pop-up under pressure and water the area in 180 degree arcs. The sprinklers operate individually and the system is usually operated early in the morning for about 20 minutes, 3 times weekly, weather dependent.

About your organisation

What are the objectives of your Club/organisation?

1. Promote, foster and encourage the game of bowls in West Moors
2. To offer coaching and competitive opportunities in bowling
3. To provide and maintain facilities for the sport and the members
4. To provide social activities and other events in the interest of lawn bowls and for the enjoyment of Club members in a way that is fair to all
5. To promote sportsmanship, Fair Play and respect among members, ensuring a duty of care to all members

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

120 members are West Moors residents

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

80% of our present membership (150) reside in West Moors. Our constitution dictates that at least 75% are from West Moors

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

We are continuously proactive in attracting new members. This year we are holding 2 Open Days and have put aside £1000 for advertising and promoting the club in our community. This, 2025, is our 75th Anniversary Year and so we are celebrating - in style!

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

Firstly - this will be a great weight off the shoulders of the Green Team and the Management Committee who bear the responsibility of maintaining the green.
Secondly it will mean that all outdoor club members can continue to enjoy playing and reap the physical, mental and social benefits this wonderful, inclusive game provides.

What facilities are available for the disabled in your organisation?

We hold dedicated Friday morning short mat sessions for VI (Visually Impaired) and bowlers with a mobility disability. We provide helpers and refreshments at these well-attended, popular sessions. We have designated disabled parking, entrance ramps for wheelchairs and a disabled cloakroom and loo.

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

2

Sources of Funding

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

YES	<input checked="" type="checkbox"/> NO
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Organisation	Amount	Pending	Granted	If refused, reason for refusal
N/A				

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

Should we be so fortunate as to acquire of grant from the Council, we will naturally fund the balance of the total cost.

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

We will cope - we have to. We have added expenditure this year and we will need to prioritise where our hard earned funds are spent.
Also required this year are;
New Lawn Green Mower - cost £8,000 - £10,000
Replacement Pump House Electrics - cost £2,000-£3,000
Promotion and membership recruitment - £1,000
New Boiler and Hot Water System - £3,300

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

On completion of this project, the only expenditure related to the sprinkler will be water and electric costs.
Other anticipated expenditures are listed above.

How will any additional costs be covered?

Additional costs will be met from our funds accrued from membership subscriptions, match fees and fund raising events held during the year.

Signature of Applicant

Print Name

Date

11/03/2025

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

(3)

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

During dry and hot weather the need to water the green properly can't be over emphasised. Allowing the green to dry out will cause irreparable damage and cause the green to fail. In the UK during a rainless week the average green will lose about 25mm of water to evaporation and plant transpiration combined; this will be significantly higher during periods of extreme heat. This means that we should aim to replace at least 25mm through irrigation over the week. Of course we can subtract any significant rainfall the green receives from that figure. An automatic pop up system will provide the green with a really heavy watering twice or three times a week, which is more beneficial than a light water every night. It also waters the green fairly evenly across the entire surface. Any Localised Dry Patches or Hot Spots still have to be watered by hand. Light applications usually don't address the need to get water deeper into the root zone; more of the water is lost to evaporation and if too light, might not even penetrate the surface. At WMMBC A considerable amount of green maintenance is done freely by club members. The alternative to an automatic watering would be a hose and sprinkler (which would require members, 2 or 3 times weekly moving the sprinkler around the green until it was fully water-logged) or a simple hosing all over by hand! Please bear in mind that our green is 35m by 35m. That takes a lot of time and some watering! As you can appreciate this irrigation system is the very lifeline to our club's enviable green which is maintained by our dedicated green team working tirelessly year in and year out.

I have attached a copy of our audited accounts year ending 30th September 2024 and a copy of our Child Protection Policy which we have adopted from Bowls England. "Safeguarding Children in Bowls Policy 2022"

We have 2 qualified Safeguarding Officers, both with enhanced DBS.

I have also attached a copy of our current constitution which is in the process of being updated and rewritten in order to be more acceptable to contemporary sensibilities.

We have not applied for any other grants or loans.

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)

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7c – Sturts Farm

An application for funding to expand the hen house project

see email! :)



Requested copy of audited accounts ✓



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	Sturts Community Trust
Name and Address of Applicant	Lee Doran on behalf of Sturts Community Trust Sturts Farm, Three Cross Road, West Moors, BH22 0NF
Position in Organisation	Senior Manager
Telephone number (home)	
Telephone number (work)	07377176986
Description of the project	<p>The Hen House is a heart of activity on the farm, where people we support can take part in real, meaningful animal care. It's not just about looking after hens — it's about building confidence, learning new skills, and finding purpose through daily routines like feeding, egg collecting, and cleaning the coop.</p> <p>As more people have joined our farm community, we now need to build an additional hen house. This will give everyone the space they need to get involved and feel proud of the part they play. The eggs they collect are used in our farm shop and kitchen, which means their work directly supports the local community.</p> <p>The funding will help us expand the hen area, make it more accessible for those with mobility needs, and create simple, inclusive training resources to support learning for people with learning disabilities and autism.</p>
Estimated total cost of the project	£4500
Amount requested from The Town Council	£2110 £2388.67 already fundraised through our annual fundraiser.
Why is the project important to your club/organisation?	<p>The Hen House is one of the most meaningful areas of our farm — it's where learning, care, and confidence come together in a very real and hands-on way. The people we support aren't just looking after animals — they're contributing to something bigger than themselves. The eggs they collect are used in our farm shop and kitchen, where they can proudly see their work on sale to the local community. That visible connection between their care and the community's benefit is hugely empowering.</p> <p>This project is important because it allows more people to be part of that story. With growing numbers on the farm, we need another hen house to make sure everyone gets a turn and can take part in a supported, purposeful way.</p> <p>But it's also about more than the hens. This space encourages wider community connection. We run Meet Up Mondays — a friendly gathering to help tackle loneliness in West Moors — and we're looking to bring more growing and food education into these sessions. The eggs from our hens, the veg from our market garden, and the stories from our supported team all help strengthen those community ties.</p> <p>So, this project is about more than a structure for hens — it's about giving people the chance to connect, grow, and be proud of what they do.</p>
About your organisation	

What are the objectives of your Club/organisation?

Our aim is to create meaningful, inclusive opportunities for adults with learning disabilities and autism by offering real work experiences on our farm, in our shop, kitchen, and gardens. We focus on building skills, confidence, and independence through therapeutic, hands-on activities that connect people to nature and community. We believe everyone has something valuable to contribute — our job is to create the environment and support for that to shine.

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

We have around 70 people connected to the farm — including the people we support, staff, and volunteers — who live in the West Moors area. In addition to this, we hold three Farm Open Days every year, each welcoming around 500 visitors from the local community. These events are a wonderful way for West Moors residents to engage with the people we support, learn more about the farm, and enjoy a day of connection, food, and celebration. They're open to everyone and have become a real highlight in the community calendar.

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

i believe around 75% of the people who benefit from our work live in the West Moors area. Our services, events, and support are all deeply rooted in the local community.

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

Yes, absolutely. With a second hen house, we'll be able to support more people in their learning and care routines. We also hope to grow our Meet Up Mondays group, welcoming more residents into our space to take part in gardening, community meals, and seasonal celebrations.

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

This project will bring many benefits to West Moors. It allows us to include more people in supported farm activities, especially those with additional needs who are gaining confidence and learning through animal care. It connects the people we support to the wider community — their work goes directly into our shop and kitchen, where it's shared with local residents.

The project also strengthens our community outreach. Our Meet Up Mondays offer a space for people to come together, talk, and feel less alone. With the added growing opportunities we're planning, we can bring even more people together through food and farming.

And of course, our three Farm Open Days each year — which welcome around 500 people per event — offer a chance for the whole community to come and see what we do, meet the people involved, and share in the joy of the farm.

What facilities are available for the disabled in your organisation?

Our entire site is designed with accessibility and inclusion in mind. We have wide, level pathways, accessible toilets, and spaces that are safe and easy to navigate. People are supported 1:1 when needed, and we use simple, visual materials to help everyone understand routines and tasks. We also have quiet areas for people who may need time away from busier spaces.

The support we offer is personalised, and we're always adapting what we do to make sure everyone — no matter their needs — feels welcome, safe, and able to take part fully.

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	<input checked="" type="radio"/> NO
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Organisation	Amount	Pending	Granted	If refused, reason for refusal

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

We are contributing £2,388.67, which we have been fundraising through our own community fundraisers. This money will go towards building the additional hen house, improving accessibility, and creating inclusive training materials for the people we support. The Town Council's grant would enable us to enhance the scope of the project and reach even more members of the local community. The grant would help us complete this project and bring it to life in a meaningful and timely way.

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

If we are not awarded the grant, we won't be able to complete the build of the new hen house straight away. The project would have to wait while we continue fundraising, which would sadly delay the opportunity for more of the people we support to take part in something that gives them real purpose and pride.

We're already seeing more people come to the farm who would benefit from this experience — and not having the space ready in time would mean they miss out on something that's proven to be therapeutic, educational, and genuinely life-enriching.

If the Town Council is able to support us with this grant, it would mean so much — not just to us as a team, but to every person who will get to walk into that space, gather eggs, care for the hens, and feel like they're part of something important. Your support would help us bring this project to life at just the right time and create a lasting, positive impact in the heart of the West Moors community.

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

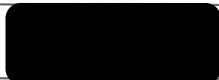
Once complete, the hen house will require minimal additional spend. The hens will contribute to egg production for our farm shop, which supports our wider enterprise and community offering. Ongoing costs such as feed and bedding will be absorbed into our existing farm operations without needing extra funding.

Importantly, the new hen house will enable us to welcome more people into our farm education and support programme. This means we can increase the number of placements we offer, which in turn helps generate additional revenue through our social care and education contracts. Not only does this make the project more sustainable, but it also strengthens the long-term impact we can have — giving more people access to meaningful learning opportunities in a supported, therapeutic environment.

How will any additional costs be covered?

Any further costs will be covered through our existing trading income, community donations, and future fundraising efforts. We also receive income through our day opportunities programme, where people with support needs join us for educational and therapeutic placements on the farm. This helps ensure the long-term sustainability of the project while continuing to provide life-changing experiences for those who attend.

Signature of Applicant



Print Name

LEE DORAN

Date

16/07/2025

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

A copy of the accounts for Sturts Community Trust can be found by using the link below

[STURTS COMMUNITY TRUST - 1152152](#)

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7d – Lola Smith

Letter below from an individual seeking support for a trip to India to support period poverty. Our current grant policy does not cover grants to individuals; however, it was felt that members should see this request.

Seeking Support for volunteering trip to India

Lola Smith



14th July 2025

Dear The West Moors Parish Council,

My name is Lola Smith, and I am a 14-year-old Girlguiding Ranger from West Moors. I am writing to share an exciting and meaningful opportunity I've been selected for-and to ask for your support in making it a reality.

Out of approximately 44,000 Girl Guides across the South of England, I was chosen as one of just 16 girls to represent the UK on a volunteering trip to India next August. The selection process was thorough and challenging. Over the course of three weekends, I participated in interviews, gave presentations, and took part in intensive team-building activities. I feel incredibly honoured to have been selected for this once-in-a-lifetime experience.

The purpose of the trip is to support girls in India affected by period poverty. At this stage in life, many girls-myself included-are going through important and sometimes overwhelming changes as our bodies begin to develop. Learning to manage periods can be confusing, uncomfortable, and even scary at times. I can't imagine how much harder it must be for girls who don't have access to basic products or support.

To make this trip possible, I am seeking sponsorship and donations to help cover the associated costs. Any contribution-big or small-would mean the world to me. In return, I would be proud to represent our Parish Council on this journey and keep you updated with my progress and experiences. You will be a part of something that brings real change to girls' lives.

Even if you're unable to support financially, I sincerely thank you for taking the time to read my letter and learn about the journey I'm undertaking. Simply by sharing my story, I hope to raise awareness of an issue that affects millions of girls worldwide-an issue that so often goes unnoticed and isn't even given a second thought.

If you are able to help or would like more information, please don't hesitate to get in touch. Thank you again for your time and consideration.

Warm regards,

Lola Smith



AGENDA ITEM 8 – Policies and Procedures

Agenda Item 8a – AI Policy

Members are asked to review the New Artificial Intelligence Policy as shown below. Please note that AI was used to generate the policy.

West Moors Town Council – Artificial Intelligence (AI) Policy

Adopted: [Insert Date]

1. Introduction

This policy sets out the principles and guidelines for the responsible and ethical use of Artificial Intelligence (AI) technologies by West Moors Town Council. AI can offer valuable tools to improve service delivery, enhance communication, and increase efficiency. However, its use must be transparent, fair, and aligned with our public duty to protect residents' rights, privacy, and trust.

2. Scope

This policy applies to:

- All AI technologies, tools, and systems used or procured by the Council.
- All officers, councillors, contractors, and volunteers working on behalf of the Council.
- Any partnerships where AI is being used to support Council services.

3. Objectives

- To ensure the ethical and lawful use of AI.
- To safeguard residents' data and privacy.
- To support informed decision-making by both officers and councillors.
- To promote transparency and accountability in the Council's operations.

4. Definitions

- Artificial Intelligence (AI): Any system capable of performing tasks that would typically require human intelligence, such as decision-making, language processing, data analysis, or pattern recognition.

- Automated Decision-Making: When a decision is made solely by an AI system without human intervention.

- Personal Data: Information that relates to an identified or identifiable individual, as defined under the UK GDPR.

5. Guiding Principles

The Council will adhere to the following principles when using or procuring AI:

a. Transparency

- Residents will be informed when AI tools are used to support or make decisions.
- AI use will be documented and reported through Council records and, where appropriate, public communications.

b. Accountability

- AI tools will only assist with decision-making, not replace democratic or human judgement.
- All decisions remain the responsibility of Council officers or elected members.

c. Fairness and Equality

- AI systems must not result in discrimination or bias.
- Any system used will be assessed for potential impacts on protected groups under the Equality Act 2010.

d. Privacy and Data Protection

- AI use must comply with the Data Protection Act 2018 and UK GDPR.
- Personal data processed by AI must be lawful, secure, and limited to what is necessary.

e. Human Oversight

- Automated decisions that significantly impact individuals will be subject to review by a human decision-maker.

6. Procurement and Implementation

- The Council will only procure AI tools from suppliers who can demonstrate compliance with relevant laws and ethical standards.
- Any procurement must include a risk assessment, data protection impact assessment (DPIA), and consideration of the tool's accuracy and potential for bias.

7. Training and Awareness

- Council staff and councillors will receive appropriate training on AI tools in use, including their benefits, limitations, and risks.
- Public awareness campaigns will be considered to help residents understand the Council's use of AI.

8. Monitoring and Review

- The Council will maintain a register of all AI tools in use.
- This policy and associated practices will be reviewed annually or sooner if significant changes in technology, legislation, or risk occur.

9. Complaints and Redress

- Residents may raise concerns or complaints about the Council's use of AI through the standard complaints procedure.
- Requests for information or explanations about AI-assisted decisions will be treated seriously and answered transparently.

AGENDA ITEM 9 – Correspondence

None at time of producing agenda

AGENDA ITEM 10 – Staff Matters

Sickness report: No sickness since last reported

Overtime report: Nothing to report

Annual Leave: No long periods of leave (week) have been booked by staff.