

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 13th NOVEMBER 2025 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

6th November 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 October 2025](#)
 - b. [Internal Controls and income reports to end October 2025](#)
 - c. [Budget Comparison report up to 30.09.2025 \(2nd quarter\)](#)
 - d. [CCLA Information](#)
6. [To Approve Accounts for Payment](#)
7. [To Receive Interim Report from the Internal Auditor](#)
8. To Consider Grant Applications:
 - a. [Citizens Advice Bureau](#)
9. [To Receive Correspondence](#)
10. [Staff Matters:](#)
 - a. Sickness Report
 - b. Overtime report
 - c. Annual Leave report
11. [To Exclude the Press and Public in accordance with Section 1, subsection \(2\) of the Public Bodies \(Admission to meetings\) Act 1960](#)
12. [To Receive Staff Appraisal reports and recommendations](#)

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. As reported at Council, the internal auditor is retiring once the year end for 2025/26 is complete. He has recommended a company to take on this task and they will be contacted in due course.

Agenda Item 5 – Financial Information

Agenda 5a – Bank Reconciliations

Bank Statements up to 30.09.25 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 31.10.25 had not been received. Accounts reconciled using statements from online banking.

West Moors Town Council

Bank reconciliation as at 30.09.2025

Amount in bank as at 31/08/25	£265,584.27
Income during September	£112,266.76
Expenditure during September	£14,119.13
Amount in bank as at 30/09/25	£363,731.90

Bank Reconciliation as at 30/09/2025

Current	£8,315.97
Deposit	£330,199.42
CCLA PSDA	£25,000.00
Petty cash	£11.85

	£363,527.25
Less outstanding payments	£0.84
Plus unrepresented receipts	£205.50

Total amount held in accounts	£363,731.90

Long Term Investment:

CCLA Property Fund	£122,498.27
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(Nominal value at 30.09.2025)

Outstanding Loan Amount

Public Works Loan	(£31,648.16)
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West Moors Town Council

Bank reconciliation as at 31.10.2025

Amount in bank as at 30/09/25	£363,731.90
Income during October	£9,668.70
Expenditure during October	£39,282.38
Amount in bank as at 31/10/25	£334,118.22

Bank Reconciliation as at 31/10/2025

Current	£8,729.61
Deposit	£300,351.66
CCLA PSDA	£25,000.00
Petty cash	£36.95

	£334,118.22
Less outstanding payments	£0.00
Plus unpresented receipts	£0.00

Total amount held in accounts	£334,118.22
 Long Term Investment:	
CCLA Property Fund	£122,498.27
(Nominal value at 30.09.2025)	
Outstanding Loan Amount	
Public Works Loan	(£31,648.16)

Agenda Item 5b – Income reports

Income report for September and October 2025 shown below

Received Income 01.09.25 to 30.09.25			
Accepted date	Gross	Organisation	Details
01.09.25	£50.00	Terrafirma Maintenance Southern Ltd	Tractor rent
01.09.25	£16.00	R Williams	Sports fees
02.09.25	£37.50	Various	Bag sales
02.09.25	£87.10	CCLA	interest
03.09.25	£106.00	Ferndown All Stars	Sports Fees
04.09.25	£30.00	Friends of the Stray of Greece	Storage hire
04.09.25	£41.00	S Phillamore	Sports fees
04.09.25	£23.00	Will Payne	Sports Fees
05.09.25	£25.00	C Elysee	Key deposit
08.09.25	£224.00	Longfleet FC	Sports Fees
08.09.25	£28.00	Verwood Town Youth FC	Sports Fees
08.09.25	£67.00	Verwood Athletic FC	Sports fees
09.09.25	£22.50	Various	Bag sales
09.09.25	£157.66	Lloyds Bank	Interest
10.09.25	£73.00	HELM	fryer field hire fee
11.09.25	£158.00	Dane Dwight Stonemasons	cemetery fees
15.09.25	£34.00	Will Payne	Sports Fees
05.09.25	-£25.00	C Elysee	Key deposit - return
16.09.25	£22.50	Various	Bag sales
17.09.25	£40.00	S Rai	Pavilion hire
17.09.25	£25.00	C Yeo	Key deposit
18.09.25	£68.00	BRS Coaching Academy	Sports fees
19.09.25	£82.00	J Phillips- Pitman	cemetery fees
22.09.25	£32.00	Hnat's and Dorset Card Club	Pavilion hire
23.09.25	£40.50	Various	Bag sales
25.09.25	£18.50	John Berry	Pavilion hire
25.09.25	£25.00	BRS Coaching Academy	Key deposit
26.09.25	£34.00	Will Payne	Sports Fees
26.09.25	£110,574.00	Dorset Council	Precept
30.09.25	£22.50	Various	Bag sales
30.09.25	£158.00	M Luckie	cemetery fees
30.09.25	-£30.00	Totton Spiritualist Centre Foodbank	Westival Stall fee - write off
Total	£112,266.76		

Received Income 01.10.25 to 31.10.25			
Accepted date	Gross	Organisation	Details
01.10.25	£61.00	Excalibur stone	cemetery fees
01.10.25	£202.00	Longfleet FC	Sports fees
02.10.25	£350.00	West Moors FC	Sports fees
02.10.25	£205.00	Ferndown All Stars	Sports fees
03.10.25	£220.00	Various	Bag sales
05.10.25	£82.71	CCLA PSDA	Interest
06.10.25	£110.00	Nicholas Ohara Funeral	cemetery fees
06.10.25	£786.50	Grange Athletic	Sports Fees
06.10.25	£16.00	Me and My Dog Academy	fryer field hire fee
06.10.25	£30.00	Friends of the Stray of Greece	Storage hire
07.10.25	£81.00	Various	Bag sales
08.10.25	£219.00	Verwood Athletic FC	Sports fees
08.10.25	£3,176.96	HMRC	VAT refund
08.10.25	£123.00	Cranborne FC	Sports fees
09.10.25	£152.24	Lloyds Bank	Interest
10.10.25	£34.00	BRS Coaching Academy	Sports fees
13.10.25	£270.00	West Moors Youth FC	Sports Fees
13.10.25	£32.00	Mr Hooper	cemetery fees
13.10.25	£17.00	Will Payne	Sports fees
14.10.25	£510.00	Nicholas Ohara Funeral	cemetery fees
14.10.25	£34.00	Wimborne Town FC	Sports fees
14.10.25	£36.50	Various	Bag sales
16.10.25	£34.00	Will Payne	Sports fees
20.10.25	£89.00	HELM	facilities hire
20.10.25	£40.00	S Rai	Pavilion hire
20.10.25	£34.00	Will Payne	Sports fees
21.10.25	£40.50	Various	Bag sales
27.10.25	£1,177.00	Tapper and Sons	cemetery fees
28.10.25	£102.00	BRS Coaching Academy	Sports fees
28.10.25	£13.50	Various	Bag sales
30.10.25	£18.50	J Berry	Pavilion hire
31.10.25	£1,371.29	CCLA Property Fund	Dividend
Total	£9,668.70		

AGENDA ITEM 5c – Budget Comparison

Financial Budget Comparison

Comparison between 01/04/2025 and 30/09/2025 (2nd quarter)

		25/26 Approved Budget	Actual Net to date	Balance		
INCOME						
Finance And General Purposes Committee						
1000	Precept	£221,148.00	£221,148.00	£0.00		
1010	Interest - Deposit Acc	£2,000.00	£1,087.26	-£912.74		
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£543.93	-£456.07		
1025	Dividend - CCLA Property Fund	£4,500.00	£2,782.88	-£1,717.12		
1030	General	£0.00	£31.15	£31.15		
1035	CIL Receipts	£0.00	£0.00	£0.00		
1040	Sales - Dog Waste bags	£340.00	£110.00	-£230.00		
1045	Sales - Kitchen Caddy bags	£2,500.00	£1,071.25	-£1,428.75		
1050	Insurance Claims		£0.00	£0.00		
1070	Grants		£0.00	£0.00		
1080	Youth Club (rent and water)	£200.00	£0.00	-£200.00		
1090	Park Way ground rent and insurance charge	£200.00	£339.86	£139.86		
Total Finance And General Purposes		£231,888.00	£227,114.33	-£4,773.67		
Environment Committee						
1100	Fryer Field Fees					
/1	Football	£4,000.00	£801.00	-£3,199.00		
/3	MUGA	£10,000.00	£3,166.50	-£6,833.50		
/4	Other	£2,000.00	£1,900.45	-£99.55		
/5	Community Event Income	£3,000.00	£4,660.50	£1,660.50		
	Total	£19,000.00	£10,528.45	-£8,471.55		
1110	Cemetery Fees					
/1	Memorial	£5,000.00	£1,502.00	-£3,498.00		
/2	Interment	£12,000.00	£5,940.00	-£6,060.00		
/3	Purchase Plot	£6,000.00	£1,501.00	-£4,499.00		
	Total	£23,000.00	£8,943.00	-£14,057.00		
1115	Allotment Rent	£1,900.00	£1,973.65	£73.65		
1120	Insurance Settlements	£0.00	£0.00	£0.00		
1125	Memorial Benches and Plaques	£0.00	£0.00	£0.00		
Total Environment		£43,900.00	£21,445.10	-£22,454.90		
Total Income		£275,788.00	£248,559.43	-£27,228.57		
EXPENDITURE						
Finance And General Purposes Committee						
2000	Salaries	£79,242.00	£39,592.33	£39,649.67		
2010	Employers Pension Contributions	£17,300.00	£8,549.70	£8,750.30		
2020	Employers NIC	£10,080.00	£5,078.73	£5,001.27		
2030	Expenses					
/1	Office staff	£400.00	£308.40	£91.60		
/3	Councillors Travel	£200.00	£0.00	£200.00		

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/4	Chairman's Allowance	£75.00	£0.00	£75.00		
	Total	£675.00	£308.40	£366.60		
2040	Training					
/1	Clerk/Staff	£600.00	£120.00	£480.00		
/2	Councillors	£1,000.00	£80.00	£920.00		
	Total	£1,600.00	£200.00	£1,400.00		
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	£2,000.00	£545.25	£1,454.75		
/3	Phone Charges	£700.00	£279.76	£420.24		
/4	Broadband Charges	£400.00	£250.87	£149.13		
/5	Stationery	£350.00	£121.64	£228.36		
/6	Photocopier	£1,800.00	£789.35	£1,010.65		
/7	Maintenance inc refuse collection	£500.00	£205.60	£294.40		
/9	Water Charges	£200.00	£146.21	£53.79		
	Total	£5,950.00	£2,338.68	£3,611.32		
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89		
2060	IT Costs					
/1	IT Support	£3,500.00	£1,207.30	£2,292.70		
/2	IT Capital Expenditure	£2,500.00	£1,960.00	£540.00		
/3	Website Costs	£350.00	£272.50	£77.50		
	Total	£6,350.00	£3,439.80	£2,910.20		
2070	Insurance	£6,000.00	£5,648.33	£351.67		
2080	Petty Cash					
/1	Postage	£100.00	£13.92	£86.08		
/2	Other	£100.00	£2.50	£97.50		
	Total	£200.00	£16.42	£183.58		
2090	Professional Fees					
/1	Audit Fees	£1,500.00	£1,080.00	£420.00		
/2	Legal Fees	£500.00	£0.00	£500.00		
/3	Other fees	£0.00	£0.00	£0.00		
	Total	£2,000.00	£1,080.00	£920.00		
	Subscriptions					
/1	DAPTC	£1,731.00	£1,730.57	£0.43		
/2	SLCC	£370.00	£360.00	£10.00		
/3	Others	£850.00	£1,357.00	-£507.00		
	Total	£2,951.00	£3,447.57	-£496.57		
2110	Purchase of dog waste bags	£250.00	£124.40	£125.60		
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£539.32	£1,460.68		
2120	Grants					
/1/2	General Grants	£7,500.00	£5,714.00	£1,786.00		
/3	CAB (section 142)	£1,000.00	£0.00	£1,000.00		
	Total	£8,500.00	£5,714.00	£2,786.00		
2130	Election Expenses	£0.00	£0.00	£0.00		
2140	General & Contingency	£250.00	£119.99	£130.01		
2150	Advertising and Publicity	£600.00	£5.90	£594.10		
2180	Remembrance Day costs	£800.00	£0.00	£800.00		
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	£0.00	£0.00		

2198	Community Celebrations	£400.00	£396.21	£3.79	
2199	Zettle card transaction fees	£0.00	£27.98	-£27.98	
Total Finance And General Purposes		£172,188.00	£100,096.87	£72,091.13	
Environment Committee					
3010	Fryer Field Maintenance				
/1	General	£4,500.00	£3,710.73	£789.27	
/4	Contractor fees	£10,000.00	£3,894.00	£6,106.00	
	Total	£14,500.00	£7,604.73	£6,895.27	
3020	Pavilion Running costs				
/1	Electricity	£1,500.00	£767.05	£732.95	
/2	Water/sewage charges	£800.00	£477.56	£322.44	
/3	Maintenance	£5,400.00	£1,662.24	£3,737.76	
/4	Legionella Testing	£1,500.00	£554.05	£945.95	
/5	Phone/Broadband	£550.00	£232.80	£317.20	
	Total	£9,750.00	£3,693.70	£6,056.30	
3030	Multi Use Games Area				
/2	General Maintenance	£4,000.00	£0.00	£4,000.00	
/3	Electricity	£500.00	£227.83	£272.17	
/5	Fund for additional MUGA	£10,000.00	£0.00		
	Total	£14,500.00	£227.83	£4,272.17	
3040	Fencing	£2,000.00	£750.00	£1,250.00	
3050	Fryer Field Play Area				
/1	Maintenance	£250.00	£1,231.00	-£981.00	¹
/2	Safety Inspections	£450.00	£450.00	£0.00	
	Total	£700.00	£1,681.00	-£981.00	
3060	Oakhurst Play Area				
/1	Maintenance	£250.00	£0.00	£250.00	
/2	Safety Inspections	£350.00	£450.00	-£100.00	
	Total	£600.00	£450.00	£150.00	
3070	Skatepark Maintenance	£200.00	£0.00	£200.00	
3080	Play Equipment	£4,000.00	£0.00	£4,000.00	
3100	Cemetery Costs				
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65	
/2	Water Charges	£50.00	£53.41	-£3.41	
/3	Buy back of plots	£0.00	£180.00	-£180.00	
	Total	£1,150.00	£1,056.76	£93.24	
3110	Cemetery Maintenance				
/1	General	£1,500.00	£1,675.41	-£175.41	
/2	Fencing	£300.00	£0.00	£300.00	
/3	Gravel	£350.00	£161.67	£188.33	
/7	Refuse Collection	£850.00	£460.98	£389.02	
/8	Contractor fees	£7,100.00	£2,882.45	£4,217.55	
	Total	£10,100.00	£5,180.51	£4,919.49	
3120	Memorial Inspections	£0.00	£0.00	£0.00	
3140	Petwyn Maintenance/Improvements	£250.00	£4.64	£245.36	
3150	Allotments	£750.00	£1,040.22	-£290.22	
3160	Tree Maintenance	£3,000.00	£0.00	£3,000.00	
3170	Climate Emergency	£500.00	£0.00	£500.00	
4000	Public Seats				
/1	Maintenance	£300.00	£0.00	£300.00	

/2	Purchase	£0.00	£0.00	£0.00		
	Total	£300.00	£0.00	£300.00		
4010	Bus Shelters	£500.00	£0.00	£500.00		
4020	Street Furniture	£600.00	£0.00	£600.00		
4025	Speed Watch & SID	£500.00	£0.00	£500.00		
4030	General	£200.00	£0.00	£200.00		
4040	Christmas	£7,500.00	£190.71	£7,309.29		
4070	Lengthsman	£1,800.00	£262.50	£1,537.50		
4075	Public Toilets					
/1	Cleaning	£15,000.00	£7,058.56	£7,941.44		
/2	Maintenance	£5,000.00	£1,295.14	£3,704.86		
/3	Water/sewage charges	£3,000.00	£299.83	£2,700.17		
/4	Electricity costs	£1,000.00	£361.31	£638.69		
	Total	£24,000.00	£9,014.84	£14,985.16		
4076	Car Park costs	£150.00	£2,853.00	-£2,703.00	²	
4090	Dog Bins	£650.00	£314.08	£335.92		
4095	CCTV					
/1	Purchase/Installation	£0.00	£0.00	£0.00		
/2	Maintenance	£200.00	£166.00	£34.00		
	Total	£200.00	£166.00	£34.00		
4097	Community Event Costs	£5,000.00	£6,539.15	-£1,539.15	³	
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00		
4099	Litter picking events	£200.00	£0.00	£200.00		
Total Environment expenditure		£103,600.00	£41,029.67	£52,570.33		
Monies for various earmarked funds						
Total Expenditure		£275,788.00	£141,126.54	£124,661.46		
1	Repairs to play surface					
2	Car park re-lining costs as approved minute no 24/258 and pot hole repairs					
3	Overspend covered by income heading 1100/5					

AGENDA ITEM 5d – CCLA Information

The Property Fund is currently remaining stable at £2.83 per unit (as of 31.08.25).
A dividend of £1,371.29 for July, August and September was received on the 31st October.

The CCLA are holding a webinar on Monday 10th at 09:30hrs to update investors on the Jupiter Group. Members have already received information about joining this webinar.

AGENDA ITEM 6 – Accounts for Payment

List of payments to be approved at the meeting

AGENDA ITEM 7 – Internal Audit Report



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

5 November, 2025

The Town Clerk and Responsible Finance Officer
West Moors Town Council
4 Park Way
West Moors
BH22 0HL

Dear Judi

Interim Internal Audit Report

West Moors Town Council – April 2025– September 2025

Under the Accounts and Audit (England) Regulations 2015 (as amended), all Town and Parish Councils are required to carry out a comprehensive internal audit to assess the effectiveness of their risk management, control, and governance arrangements. This process should adhere to established public sector internal auditing standards or relevant guidance.

We confirm that we are independent of the Council.

The internal audit work is scheduled to assess the control objectives outlined in the Annual Internal Auditor’s Report pertaining to the 2025-2026 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- ‘Governance and Accountability for Local Councils – A Practitioners’ Guide (England)’ 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

Background

West Moors Town Council had income and expenditure in 2024-2025 of between £200,000 and £300,000 and is subject to review by the External Auditor, BDO. The Annual Governance and Accountability Return 2024-2025 has been submitted to the External Auditor.

The Town Council received a clean audit from the External Auditor 2024-2025 as shown on the Conclusion of Audit Notice and Certificate.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015 and the ICO publication scheme.

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November 5, 2025

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The Council use AdvantEdge accounting software. The Town Clerk has provided view access to the AdvantEdge software in advance of the review for the period April 2025 to September 2025 to support the current governance and financial management position of the Council.

The first interim internal audit review was agreed with the Town Clerk to be carried out on Wednesday 05 November 2025.

This review continues to check the internal control systems from the internal audit work done in 2024-2025 and focusses on checking and validating internal control systems in use at the Town Council including transactional elements of the financial accounts.

We have noted the Town Council continue to have active dialogue with Dorset Council on Asset Transfers which have been agreed by the Town Council to receive into their ownership. This includes the transfer of Fryers Field, and although there are still some legal issues that need to be agreed it is anticipated that this will be cleared during the remaining part of 2025-2026. **(Audit Note: The Town Council should be mindful that this and other Asset Transfers will not provide for transitional monies and should ensure that the budget for 2026-2027 can maintain future assets transfers it takes into its ownership).**

The Town Council remains proactive to review all fees and charges for the services it provides to the community. The Environment Committee under delegated powers reviewed and approved fees for 2025-2026 at its meeting on 24 July 2025.

We note the Town Council resolved at its meeting on the 25 September 2025 to accept the statement of reason expectations for collaboration between the Town Councils and Dorset Council. It aims to foster better working relationships, enhance democratic representation, and ensure effective service delivery for the benefit of local communities.

The Town Clerk has already taken action to produce an IT and Email Policy to support the new requirements to be set out in Assertion 10 on the Governance Statement 2025-2026. The Smaller Authorities Practices Panel have updated the Practitioners Guide 2025 which records that a.gov.uk email address should be used by all councillors and staff to meet best practice requirements.

We have noted all staff and councillors are currently using the correct email extension of.gov.uk. This requirement will become mandatory from the 01 April 2026.

We have reviewed the current status of the Town Council website. Although information can be found the navigation and number of clicks to obtain information could be improved.

We discussed with the Town Clerk the emphasis from the Smaller Authorities Practices Panel (SAPPP) on IT and Cybersecurity and it is timely to consider if the current website remains fit for purpose.

(Audit Note: it is our opinion that consideration should be given to market test if other website providers can offer better security, functionality and service which protects and secures the data and information online for the Town Council).

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 and the ICO publication scheme from the Council's website.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures, and insurance documentation to ascertain the efficiency and effectiveness of the Town Council's internal control framework. This internal audit report is based on the audit testing carried out at this review.

During this review we checked a sample of records and tested the following:

- Minutes of Council and Committee Meetings
- Policies and Procedures
- Bank and cash
- Investments
- Insurance Cover
- Budgetary Management
- Payroll
- Income and Expenditure
- VAT claims
- Risk Assessment
- Transparency of the Council information and ICO Publication Scheme is on the website.

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council maintain its financial records on AdvantEdge software.
- Staff remain aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- All income records are appropriate and recorded correctly.
- Petty Cash is used for sundry items and is balanced on a regular basis.
- Payroll information is calculated correctly, for PAYE, NI and Pension Contributions.
- All expenditure items could be traced and are recorded correctly in the financial ledger.
- PWLB instalments are paid at the appropriate intervals.
- All records continue to be up to date and easy to follow.
- The Council take an active scrutiny role.
- The Insurance Cover is sufficient for the size of the Town Council
- The budgeting process is detailed and monitored throughout the year.
- Bank reconciliations are carried out promptly each month and were accurate.
- VAT claims continue to be submitted to HMRC on a regular basis.
- The ICO Publication Scheme is shown on the Website.
- Minutes are signed by the Chairman as evidence of decisions taken by the Council.

Recommendations

Reserves

- General Reserves holdings should sustain sufficient funds to pay contractors and suppliers but is balanced to maximise the impact to encourage opportunities for growth and to earmark funds for future projects.
(Audit Note: The Town Council should review its earmarked reserves on an annual basis to consider the appropriateness of those have not been used).

Other matters to be brought to the Council's attention

- New requirements introduced into the Practitioners Guide 2025 and applied from April 2025 require all Council to introduce an IT and Email Policy. It should be uploaded on the Town Council website. *(Audit Note: We recommend the current IT policy should be checked with the recent template produced by the National Association of Local Councils to ensure it covers the new requirements shown in the Practitioners Guide 2025 paragraph 5.122).*

- To meet the best practice requirements of the ICO Publication Scheme and the Transparency Code Regulations 2015 the following details should be uploaded to the Town Council website:
 - A list of Town Council Assets
 - A staff structure showing job title, the hours of work.
- We have provided a template to the Town Clerk to consider if elements of financial risk should be added to the current risk assessment strategy. Where high risks are shown these should be identified and action taken so the risks are reduced.
- A review of the ICO Publication Scheme should be conducted to ensure all documents listed as uploaded to the Town Council website are traceable and located appropriately in accordance with the Practitioners Guide 2025.
- The Town Council will need to ensure its website provider is aware of the changes to adhere to the requirements set out in the website accessibility rules. The Town Council website should be checked to ensure it meets the new WCAG 2.2 AA standard for website accessibility. **(Audit Note: The website accessibility statement is shown on the Town Council website).**
- The Town Clerk will continue to update the Asset Register to ensure all new purchases are recorded. A review of Assets Register should be undertaken to ensure the totals reflected in the End of Year figures for Box 9 on Section 2 Accounting Statements are accurate for reporting to the External Auditor. **(Audit Note: The Asset Register 2025-2026 was reviewed, approved and minuted by the Town Council at a meeting on the 30 October 2025).**
- The Council have provided evidence of the posting date for the Exercise of Public Rights in 2025 and will be able to tick "Yes" to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2025-2026 to comply with the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick "Yes" to Control Objective M on the Annual Internal Audit Report 2025-2026.
- The risk assessment for 2025-2026 was approved by the Town Council at a meeting on the 30 October 2025. We are satisfied the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2025-2026 to comply with the requirements for the External Auditor. We will tick "Yes" to Control Objective C on the Annual Internal Audit Report 2025-2026.
- The Town Council are reminded best practice should be used to review and approve each financial year:
 - the appointment or continuing appointment of the Internal Auditor.
 - that the Internal Auditor is independent of the Council.
 - the effectiveness of the Internal Audit.

(Audit Note: We have noted that these have been reviewed and approved for 2025-2026 but recommend the best practice requirements recorded in the Practitioners Guide should be minuted by full Council in each financial year).

We also remind the Town Council that:

- it is good practice for any CiL or S106 monies not used in the financial year to be recorded as Earmarked Reserves.
- the Insurance renewal details should be reviewed and recorded in your minutes of the Council or Committee in each financial year, even if you are locked in a three-year agreement.

Conclusion

Based on the tests we have carried out at this interim internal audit review, in our view, the internal control procedures in operation are appropriate to meet the needs of West Moors Town Council.

Next visit

The next internal audit review has been arranged for **Wednesday 22 April 2026**.

At this review detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash.
- Investments
- Income and Expenditure
- Reserves
- VAT claims
- Transparency Code Regulation 2015
- Budget 2025-2026
- Governance Statement 2025-2-26 (Assertion 10)
- Transparency of Website.
- Preparation for End of Year Procedures.

Next Steps

This report should be noted and taken to the next meeting of the full Town Council.
They should decide what action will be taken on the recommendations we have made.

Tim Light FMAAT, AATQB
Internal auditor

AGENDA ITEM 8 – Grant Applications

Budget for CAB Grants is currently £1000

8a Citizens Advice Bureau

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 in East Dorset and Purbeck
Name and Address of Applicant	Ros Dignan Citizens Advice in East Dorset and Purbeck Hanham Road Wimborne BH21 1AS
Position in Organisation	Head of Advice Services
Telephone number (work)	01929 208047
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. We have continued to provide the residents of West Moors face to face drop in and appointments on our Advice Bus, weekly on Tuesdays. During 2024/25 we additionally held a weekly Energy Advice drop in session at the Elephant and Castle Tea and Toast events. Further information attached on the number of residents of West Moors we have assisted.
Estimated total cost of the project	We received £202,742 in 2023/24 (total of Dorset Council grant and Parish and Town Council grants). Please see attached accounts for 2023/24 - Our accounts for 2024/25 are yet to be signed off.
Amount requested from The Town Council	We would like to ask the Council for a grant of £2200

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.

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 added to the ongoing cost of living difficulties our clients are facing. We have been offering a service in West Moors to ensure easy accessibility and all residents are able to access our specialist advice services on housing, debt, energy, with additional advice on employment and immigration. We offer holistic advice to assist our clients and enable them to find a way forward to resolve their issues.

About your organisation

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?

We have helped 210 West Moors residents with 1406 issues during 2024/2025. With the main issues surrounding benefits. Through our advice residents of West Moors had an overall income gain of over £268k with an additional amount of over £36k of debts written off.

The number of residents we have helped have changed from 2023/24 as Dorset Council managed the Household Support Fund in house from this time onwards. During 2024/25 the number of issues we have discussed still remains high (1406 issues). Please see the attached information.

Of the total number of people who benefit from your organisation, what proportion live in 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 advice line or email. With access to additional specialised projects including energy, housing and benefits.

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

We intend to continue this service and our aim remains the same; 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.

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. We are passionate about improving or knowledge and training to assist people with a wide range to abilities. A recent example is our staff and volunteers have completed dementia awareness training for organisations. We are looking at more ways for us to be visible in the community such as having information screens available to hubs and suitable centres.

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
St Leonard and St Ives T&PC	£1500	Yes		
Verwood TC	£7500		Yes	
Ferndown TC	£10,500		Yes	
Wimborne TC	£8000		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. Without your kind support with increased delivery costs we would not be able to provide such an amazing service to all residents across East Dorset & Purbeck.

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 light of the very difficult few years many people have faced. 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. Due to your continued support we will be able to maintain the number of residents we see and hopefully increase capacity for the support we offer.

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

The Service is ongoing.

A copy of the CAB Accounts is attached separately to the agenda

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AGENDA ITEM 9 – Correspondence

Thank you letters, have been received from the Bowls Club and Lola Smith, for the grants awarded to them.

The Youth club have also sent thanks for their financial support.

AGENDA ITEM 10 – Staff Matters

Sickness report: Since last reported the Clerk has had 6 days sickness absence. The assistant has worked from home on a couple of occasions, due to child care issues.

Overtime report: Nothing to report. Staff will be paid for hours worked on Remembrance Sunday.

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

AGENDA ITEM 11 – Exclude press and public

To Exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admission to meetings) Act 1960

AGENDA ITEM 12 – Receive Staff Appraisal report and recommendations

Staff Appraisals were carried out on the 16th September with Cllr Rita Burke and Cllr Jim Staig Members to receive a verbal report at the meeting.

The appraisers recommended that the Assistant to the Clerk to awarded a one increment pay increase from April 2026 to SCP26.

The increase has been accounted for in the draft budget salary figures.

Members are asked to approve this recommendation