

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](mailto:office@westmoors-tc.gov.uk)



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 31<sup>st</sup> JULY 2025** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

*J Weedon*

Judi Weedon  
Clerk

22<sup>nd</sup> July 2025

Cllr Mrs R Burke – Chair  
Cllr J Staig– Vice Chair

Cllr D Green  
Cllr T Salt

Cllr M Hawkes  
Cllr Mrs N Senior  
Cllr K Wilkes

Cllr Mrs C Holmes  
Cllr D Shortell  
Cllr Mrs P Yeo

Cllr J Randall  
Cllr C Way

## 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 26<sup>th</sup> June 2025 \(pages 3338-3342\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
  - a) [Planning Consultative committee](#) 10.07.25 (pages 3343-3344)
  - b) [Finance and General-Purpose committee](#) 10.07.25 (pages 3345-3352)  
**Recommendation 25/088**
  - c) [Environment committee](#) 24.07.25 (pages 3353-3355)  
**Recommendations 25/098a, 25/098b, 25/098c**
6. [To Receive Clerks report](#)
7. [To Approve Accounts for Payment](#)
8. [To Consider adopting the Town Councils Draft Strategic Plan](#)
9. [To Ensure that the Insurance cover for 2025/26 is adequate and fit for purpose](#)
10. [To Consider holding a Photographic competition](#)
11. [To Receive Report from Dorset Councillors](#)
12. [To Receive Westival Debrief](#)
13. [To Receive Information from Members](#)
14. [To Receive Correspondence](#)

COUNCIL MINUTES ARE AVAILABLE TO VIEW AT [www.westmoors-tc.gov.uk](http://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.*

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### **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

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### **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.

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## AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 26.06.25

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### WEST MOORS TOWN COUNCIL

**MINUTES** of the **TOWN COUNCIL MEETING** held on Thursday 26<sup>th</sup> June 2025 in  
The Pavilion, Fryer Field at 7.45pm.

**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 C Way
Cllr K Wilkes	Cllr Mrs P Yeo	

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

**APOLOGIES:** None

Prior to the commencement of the meeting members received a presentation from the Dorset Council Emergency Planning officer.

**25/064 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**25/065 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**  
None

**25/066 TO APPROVE AND SIGN MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 15<sup>th</sup> MAY 2025**  
Having been circulated, the minutes on pages 3317-3321 were agreed, adopted and signed.

**25/067 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES**

- a. **The Report of the Finance and General-Purpose Committee** held on the 22<sup>nd</sup> May 2025, pages 3322-3330 as circulated, was confirmed, adopted and signed.  
**Recommendation 25/035 was RESOLVED. Voting: unanimous**
- b. **The Report of the Planning Consultative Committee** held on the 29<sup>th</sup> May 2025, pages 3331-3332 as circulated, was confirmed, adopted and signed.
- c. **The Report of the Planning Consultative Committee** held on the 19<sup>th</sup> June 2025, pages 3333-3334 as circulated, was confirmed, adopted and signed.
- d. **The Report of the Environment Committee** held on the 19<sup>th</sup> June 2025, pages 3335-3337 as circulated, was confirmed, adopted and signed.

**25/068 TO RECEIVE TOWN CLERKS REPORT**

1. Asset Transfers: Wellers Law Group are looking into the situation with the legal charge on the land at Fryer Field. If the Council have to instruct them to carry out work, the matter will appear as a full agenda item for approval.
2. The Pavilion and Fryer Field will be hosting to a Pet Blessing on the 4<sup>th</sup> October at 3pm arranged by St Marys Church.
3. A demonstration is being arranged for an upgraded version of the mapping software currently used in the office.

4. Draft Strategic Plan will be discussed at the July Council meeting.
5. Members received a report on the recent SLCC expo attended by council staff.
6. Council staff have recently attended an online training session regarding updated GDPR requirements for the AGAR in 2025/26.
7. The DAPTC are working on a Statement of Reasonable expectations, this is currently going through the DAPTC committees, so all member councils have the opportunity to comment on it. It is hoped that it will appear as full agenda item in July.

**25/069 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 3341 and 3342 of these minutes. (Cllr's Senior and Yeo to authorise the electronic payments)**

*Voting: unanimous*

**25/070 REPORT FROM VISIT TO MOD SITE IN WEST MOORS**

Members received a written report from the Town Clerk and also one from Dorset Councillor Andy Skeats regarding a visit to the West Moors Army Camp on Thursday 5<sup>th</sup> June.

A copy of both reports is available in the council office.

**25/071 DORSET COUNCILLOR REPORT**

Members received a written report from Dorset Councillors Shortell and Skeats regarding a new household recycling centre booking system expected to be introduced in autumn 2025.

A copy of the full report is available in the council office.

**25/072 WESTIVAL 2025 UPDATE**

Members received an update on the planning for this event.

**25/073 INFORMATION FROM MEMBERS**

Cllr K Wilkes reported on his attendance at the DAPTC meeting and the discussions around the Statement of Reasonable Expectations.

Cllr Mrs C Holmes suggested the Practice Manager from The Village Surgery in West Moors be invited to a future council meeting to better equip Councillors to share information with residents and deal with complaints. Cllr Holmes further suggested the council share useful information regarding the surgery on the website/newsletter.

Cllr J Staig reported he had visited Oakhurst First School and St Mary's First School to enquire about their parking issues.

Dorset Cllr A Skeats reported he had requested a visit from Dorset Highways to address the pathways in West Moors where frequent complaints are received.

**25/074 CORRESPONDENCE**

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

The Chair declared the meeting closed at 20:17 hrs.



The next meeting of the Town Council will be held on 31<sup>st</sup> July 2025 at 19:30hrs.

SIGNED ..... DATE .....  
Chair

Payments authorised in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 03.06	£144.00	22.05.25	Canford Drains - Attended Public toilets to unblock gents
EB 03.06	£168.00	23.05.25	Xerocard - Westival Banners
EB 03.06	£720.00	23.05.25	South Coast Adventures - Climbing Wall hire for Westival
EB 03.06	£1,392.00	26.05.25	Verwood Cleaning Services - Pavilion and public toilet cleaning April/May
EB 03.06	£18.99	27.05.25	Gravesham Trophy Centre - Trophy for Westival Wheel display
EB 03.06	£173.25	28.05.25	A Hancock - Installation of metal door on floodlight control box.
EB 03.06	£1,196.40	11.04.25	Breakthrough Communications - Annual subscription to Hive Service
EB 03.06	£2,500.00	29.05.25	West Moors Memorial Hall - Grant 2025/26 as per minute 24/219a
EB 03.06	£132.97	02.06.25	Aquacare - Water hygiene testing pavilion
EB 30.06	£5,162.62	13.06.25	Staff Salaries - Month 3 - June
<b>Total</b>	<b>£11,608.23</b>		
Payment list dated 26.06.25			
Payment method	Invoice amount	Invoice date	Details
EB 30.06	£25.00	03.06.25	Mr Williams - Return of key deposit for pavilion hire
EB 30.06	£186.00	06.06.25	Boiler Geeks - Plumbing repairs in ladies public toilets
EB 30.06	£1,590.16	30.05.25	Terraforma - Grounds maintenance - May
EB 30.06	£71.54	01.06.25	XCS - photocopying charges
EB 30.06	£200.00	06.06.25	Know Wander Ltd - Westival Children's art and craft stall (replacement Creative Kids UK who pulled out, awaiting refund)
EB 30.06	£1,948.99	16.06.25	HMRC - Tax and NI - Month 3
EB 30.06	£1,809.35	16.06.25	Dorset Council - Pension contributions - Month 3
EB 30.06	£184.96	13.06.25	Dorset Council - Rubbish clearance after football tournament, to be re-charged to organisers
EB 30.06	£1,422.00	15.06.25	Verwood Cleaning Services - Public toilet and pavilion cleaning May/June
EB 30.06	£84.00	11.06.25	National Allotment Society - Annual membership
EB 30.06	£378.00	18.06.25	Abbas Cabins Ltd - Toilet hire for Westival
<b>TOTAL</b>	<b>£7,900.00</b>		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 22.05	£35.96	22.05.25	Best Workwear - High Viz for Westival Organisers

DC 22.05	£28.37	22.05.25	Yoyelo - Money Belt x2 for Westival
DC 29.05	£100.00	29.05.25	Stickerapp - Westival Wheel Display car stickers
DC 02.06	£50.00	02.06.25	Petty Cash Top up
DC 06.06	£22.49	06.06.25	Vistaprint - Business cards
DC 13.06	£6.00	13.06.25	Facebook - Westival advert
DC 15.06	£6.00	15.06.25	Facebook - Westival advert
DC 17.06	£2.35	17.06.25	Facebook - Westival advert
DD 28.05	£516.80	14.05.25	SSE - Electricity Charges Council Office - 31.01.25 to 29.04.25
DD 18.06	£420.00	20.05.25	BNP Paribas - Photocopier rental 18.06.25 to 17.09.25
DD 28.05	£4.80	28.05.25	Sage - interim payment for payroll software as downgraded to cheaper version 28.05.25 to 08.06.25
DD 17.06	£11.05	12.05.25	Lloyds Bank - Service charge 10.04.25 to 09.05.25
DD 09.06	£12.00	09.06.25	Sage - payroll software 09.06.25 to 08.07.25
DD 23.06	£122.56	03.06.25	Source for Business - Water charges at Allotments - 02.05.25 to 02.06.25
DD 01.07	£37.86	17.06.25	British Gas - Electricity charges 12.06.25 to 11.06.25 - Public toilets
DD 25.06	£128.87	01.06.25	1st Connect - Phone and broadband charges - office and pavilion
<b>Total</b>	<b>£1,505.11</b>		

3344

25/079 NOTIFICATION OF PLANNING APPEALS  
None

25/080 NOTIFICATION OF TREE MATTERS  
Tree Preservation Orders:  
None

Tree Work

5 The Coppice	<b>REQUEST TO:</b> Scots Pine - Undertake a branch reduction of no more than 1m from the tips inwards on a lateral growth growing towards the garden of No. 5. Scots Pine - Remove the 5 lowest small branches back to the point of origin. English Oak - Prune all lateral growth growing over the driveway by no more than 1.75m from the tips inwards. English Oak - Prune all lateral growth growing over the driveway by no more than 1.75m from the tips inwards.
23 Sarum Avenue	<b>REQUEST TO:</b> Oak - Crown lift the canopy by 4-5m.

25/081 CORRESPONDENCE  
None

The Chairman declared the meeting closed at 19.07 hrs

The next meeting of the Planning Consultative committee is scheduled for the 7<sup>th</sup> August 2025.

SIGNED ..... DATE .....  
CHAIR OF PLANNING CONSULTATIVE COMMITTEE



**WEST MOORS TOWN COUNCIL**

**MINUTES** of the **PLANNING CONSULTATIVE COMMITTEE** held on  
**Thursday 10<sup>th</sup> July 2025** in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

**PRESENT:** Cllr Mrs N Senior – Chair  
 Cllr Mrs R Burke Cllr M Hawkes Cllr T Salt  
 Cllr C Way Cllr Mrs P Yeo

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** Cllr K Wilkes Cllr D Green Cllr J Randall  
 (Reasons for apologies were noted)

**25/075 DECLARATIONS OF INTEREST**

None

**25/076 PUBLIC DISCUSSION PERIOD**

None

**25/077 TO CONSIDER PLANNING APPLICATIONS**

Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:

Voting was unanimous unless stated otherwise.

**P/HOU/2025/02776 - 28 Riverside Road, BH22 0LQ**

Erection of new rear single storey extension. Alteration to front door. Internal remodelling.

*No Objection*

**P/FUL/2025/03321 – Land at Northern Slip Road, West Moors Junction, West Moors Road, Ferndown**

Demolition of the existing buildings, removal of storage containers and erection of replacement building for the seasonal sale of fireworks and associated year-round storage

*No Objection*

**P/CLP/2025/03586 – 26 Queens Close, West Moors, BH22 0HW**

Larger extension to existing garage. Existing garage past economic repair. Roof height compliant with permitted development. Additional water run off from roof to be drained via soakaway.

The above Certificate of Lawful Use was noted

**25/078 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL**

**P/FUL/2025/02366 – 212 Station Road**

Install solar panels on the south-eastern elevation.

**WMTC Comments**

No objection

**Dorset Council Decision**

Granted



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**WEST MOORS TOWN COUNCIL**

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on  
THURSDAY 10<sup>th</sup> JULY 2025 in the Pavilion, Fryer Field at 7.30pm.**

**PRESENT:** Cllr C Way – Chair  
Cllr M Hawkes Cllr Mrs N Senior Cllr J Staig  
Cllr Mrs P Yeo

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** Cllr Mrs C Holmes Cllr K Wilkes Cllr J Randall  
(reasons for absence were noted)

**Absent without apologies:** Cllr D Shortell

**25/082 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**25/083 DECLARATIONS OF INTEREST/DISPENSATIONS**  
None

**25/084 TO RECEIVE THE CLERK'S REPORT**  
a) External Audit – A query was received from the auditor, they noted that there had been a change in internal auditor during the year and required additional information showing approval of the new auditor. All relevant information was sent to BDO within 24 hours.

**25/085 TO RECEIVE FINANCIAL INFORMATION**  
a) Members received bank reconciliations up to 30<sup>th</sup> June 2025, as attached on page 3347 of the minutes.  
b) Internal Controls: Members received income reports for May and June. Bank statements and petty cash up to 30<sup>th</sup> June have been inspected and checked by the Chair, Cllr C Way.  
c) Budget Comparison: Members reviewed the budget comparison to 30<sup>th</sup> June 2025 (first quarter), as attached on pages 3348-3351 of these minutes.  
d) CCLA Information was noted, with special mention of the incorporation of CCLA into the Jupiter Investment Group.

**25/086 ACCOUNTS FOR PAYMENT**  
It was  
**RESOLVED that the accounts for payment be approved as attached on page 3352 of the minutes. Cllr's Senior and Yeo to authorise the electronic payments.**  
*Voting: Unanimous*

**25/087 ANNUAL ASSET CHECKS**  
Members discussed carrying out the checks on the Town Council assets. Cllr's Senior, Staig, Way and Yeo agreed to carry out these checks. Clerk to send details.

**25/088 INFORMATION TECHNOLOGY (IT) AND CYBER SECURITY POLICY**  
Members reviewed a draft IT and Cyber Security Policy.  
After discussion it was  
**RECOMMENDED that the IT and Cyber Security Policy be adopted by Council.**  
*Voting: unanimous*

**25/089 CORRESPONDENCE**

None

**25/090 STAFF MATTERS**

Members received:

- a) Sickness Report: The contents were noted
- b) Overtime Report: The contents were noted
- c) Annual Leave Report: The contents were noted

The Chairman declared the meeting closed at 19:44hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for  
18<sup>th</sup> September 2025 at 19.30hrs

SIGNED ..... DATE .....  
Chair of Finance and General-Purpose Committee

**West Moors Town Council****Bank reconciliation as at 30.06.2025**

Amount in bank as at 31/05/25	£312,051.44
Income during June	£3,222.82
Expenditure during June	£20,097.97
Amount in bank as at 30/06/25	£295,176.29

**Bank Reconciliation as at 30/06/2025**

Current	£2,416.00
Deposit	£267,674.22
CCLA PSDA	£25,000.00
Petty cash	£56.07
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	£295,146.29
Less outstanding payments	£10.00
Plus unrepresented receipts	£40.00
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Total amount held in accounts	£295,176.29

**Long Term Investment:**

CCLA Property Fund	£122,069.34
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(Nominal value at 31.03.2025)

**Outstanding Loan Amount**

Public Works Loan	(£31,648.16)
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**Financial Budget Comparison**

Comparison between 01/04/2025 and 30/06/2025 (1st quarter)

		25/26 Approved Budget	Actual Net to date	Balance
<b>INCOME</b>				
<b>Finance And General Purposes Committee</b>				
1000	Precept	£221,148.00	£110,574.00	-£110,574.00
1010	Interest - Deposit Acc	£2,000.00	£345.79	-£1,654.21
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£279.21	-£720.79
1025	Dividend - CCLA Property Fund	£4,500.00	£1,418.14	-£3,081.86
1030	General	£0.00	£30.32	£30.32
1035	CIL Receipts	£0.00		£0.00
1040	Sales - Dog Waste bags	£340.00	£52.50	-£287.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£461.25	-£2,038.75
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
<b>Total Finance And General Purposes</b>		<b>£231,888.00</b>	<b>£113,501.07</b>	<b>-£118,386.93</b>
<b>Environment Committee</b>				
1100	<b>Fryer Field Fees</b>			
/1	Football	£4,000.00	£613.00	-£3,387.00
/3	MUGA	£10,000.00	£1,896.50	-£8,103.50
/4	Other	£2,000.00	£748.95	-£1,251.05
/5	Community Event Income	£3,000.00	£3,000.00	£0.00
	Total	£19,000.00	£6,258.45	-£12,741.55
1110	<b>Cemetery Fees</b>			
/1	Memorial	£5,000.00	£323.00	-£4,677.00
/2	Interment	£12,000.00	£1,750.00	-£10,250.00
/3	Purchase Plot	£6,000.00	£350.00	-£5,650.00
	Total	£23,000.00	£2,423.00	-£20,577.00
1115	<b>Allotment Rent</b>	£1,900.00	£1,973.65	£73.65
1120	<b>Insurance Settlements</b>	£0.00	£0.00	£0.00
1125	<b>Memorial Benches and Plaques</b>	£0.00	£0.00	£0.00
<b>Total Environment</b>		<b>£43,900.00</b>	<b>£10,655.10</b>	<b>-£33,244.90</b>
<b>Total Income</b>		<b>£275,788.00</b>	<b>£124,156.17</b>	<b>-£151,631.83</b>
<b>EXPENDITURE</b>				
<b>Finance And General Purposes Committee</b>				
2000	<b>Salaries</b>	£79,242.00	£13,793.02	£65,448.98
2010	<b>Employers Pension Contributions</b>	£17,300.00	£4,081.50	£13,218.50
2020	<b>Employers NIC</b>	£10,080.00	£2,407.54	£7,672.46
2030	<b>Expenses</b>			
/1	Office staff	£400.00	£64.89	£335.11
/3	Councillors Travel	£200.00	£0.00	£200.00
/4	Chairman's Allowance	£75.00	£0.00	£75.00
	Total	£675.00	£64.89	£610.11

2040	<b>Training</b>			
/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	<b>Health &amp; Safety</b>	£100.00	£0.00	£100.00
2050	<b>Office and Admin Costs</b>			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£2,000.00	£492.19	£1,507.81
/3	Phone Charges	£700.00	£124.79	£575.21
/4	Broadband Charges	£400.00	£105.09	£294.91
/5	Stationery	£350.00	£59.90	£290.10
/6	Photocopier	£1,800.00	£409.62	£1,390.38
/7	Maintenance inc refuse collection	£500.00	£84.46	£415.54
/9	Water Charges	£200.00	£0.00	£200.00
	Total	£5,950.00	£1,276.05	£4,673.95
2055	<b>Public Works Loan repayment</b>	£6,940.00	£3,469.11	£3,470.89
2060	<b>IT Costs</b>			
/1	IT Support	£3,500.00	£959.30	£2,540.70
/2	IT Capital Expenditure	£2,500.00	£1,960.00	£540.00
/3	Website Costs	£350.00	£0.00	£350.00
	Total	£6,350.00	£2,919.30	£3,430.70
2070	<b>Insurance</b>	£6,000.00	£367.36	£5,632.64
2080	<b>Petty Cash</b>			
/1	Postage	£100.00	£6.96	£93.04
/2	Other	£100.00	-£7.80	£107.80
	Total	£200.00	-£0.84	£200.84
2090	<b>Professional Fees</b>			
/1	Audit Fees	£1,500.00	£450.00	£1,050.00
/2	Legal Fees	£500.00	£0.00	£500.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,000.00	£450.00	£1,550.00
	<b>Subscriptions</b>			
/1	DAPTC	£1,731.00	£1,730.57	£0.43
/2	SLCC	£370.00	£0.00	£370.00
/3	Others	£850.00	£1,102.00	-£252.00
	Total	£2,951.00	£2,832.57	£118.43
2110	<b>Purchase of dog waste bags</b>	£250.00	£62.20	£187.80
2115	<b>Purchase of Kitchen Caddy Bags</b>	£2,000.00	£539.32	£1,460.68
2120	<b>Grants</b>			
/1/2	General Grants	£7,500.00	£2,614.00	£4,886.00
/3	CAB (section 142)	£1,000.00	£0.00	£1,000.00
	Total	£8,500.00	£2,614.00	£5,886.00
2130	<b>Election Expenses</b>	£0.00	£0.00	£0.00
2140	<b>General &amp; Contingency</b>	£250.00	£34.64	£215.36
2150	<b>Advertising and Publicity</b>	£600.00	£0.00	£600.00
2180	<b>Remembrance Day costs</b>	£800.00	£0.00	£800.00
2190	<b>Youth Club Funding</b>	£20,000.00	£0.00	£20,000.00
2195	<b>Service Devolution</b>	£0.00	£0.00	£0.00
2196	<b>Data Control</b>	£0.00	£0.00	£0.00
2197	<b>CIL Expenditure</b>	£0.00	£0.00	£0.00
2198	<b>Community Celebrations</b>	£400.00	£396.21	£3.79



2199	<b>Zettle card transaction fees</b>	£0.00	£9.61	-£9.61
<b>Total Finance And General Purposes</b>		<b>£172,188.00</b>	<b>£35,516.48</b>	<b>£136,671.52</b>
<b>Environment Committee</b>				
3010	<b>Fryer Field Maintenance</b>			
/1	General	£4,500.00	£3,445.68	£1,054.32
/4	Contractor fees	£10,000.00	£1,497.60	£8,502.40
	Total	£14,500.00	£4,943.28	£9,556.72
3020	<b>Pavilion Running costs</b>			
/1	Electricity	£1,500.00	£0.00	£1,500.00
/2	Water/sewage charges	£800.00	£0.00	£800.00
/3	Maintenance	£5,400.00	£600.00	£4,800.00
/4	Legionella Testing	£1,500.00	£221.62	£1,278.38
/5	Phone/Broadband	£550.00	£101.72	£448.28
	Total	£9,750.00	£923.34	£8,826.66
3030	<b>Multi Use Games Area</b>			
/2	General Maintenance	£4,000.00	£0.00	£4,000.00
/3	Electricity	£500.00	£0.00	£500.00
/5	Fund for additional MUGA	£10,000.00	£0.00	
	Total	£14,500.00	£0.00	£4,500.00
3040	<b>Fencing</b>	£2,000.00	£0.00	£2,000.00
3050	<b>Fryer Field Play Area</b>			
/1	Maintenance	£250.00	£0.00	£250.00
/2	Safety Inspections	£450.00	£450.00	£0.00
	Total	£700.00	£450.00	£250.00
3060	<b>Oakhurst Play Area</b>			
/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	<b>Skatepark Maintenance</b>	£200.00	£0.00	£200.00
3080	<b>Play Equipment</b>	£4,000.00	£0.00	£4,000.00
3100	<b>Cemetery Costs</b>			
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65
/2	Water Charges	£50.00	£0.00	£50.00
/3	Buy back of plots	£0.00	£180.00	-£180.00
	Total	£1,150.00	£1,003.35	£146.65
3110	<b>Cemetery Maintenance</b>			
/1	General	£1,500.00	£3.85	£1,496.15
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£230.49	£619.51
/8	Contractor fees	£7,100.00	£1,152.86	£5,947.14
	Total	£10,100.00	£1,387.20	£8,712.80
3120	<b>Memorial Inspections</b>	£0.00	£0.00	£0.00
3140	<b>Petwyn Maintenance/Improvements</b>	£250.00	£0.00	£250.00
3150	<b>Allotments</b>	£750.00	£378.11	£371.89
3160	<b>Tree Maintenance</b>	£3,000.00	£0.00	£3,000.00
3170	<b>Climate Emergency</b>	£500.00	£0.00	£500.00
4000	<b>Public Seats</b>			
/1	Maintenance	£300.00	£0.00	£300.00

/2	Purchase	£0.00	£0.00	£0.00
	Total	£300.00	£0.00	£300.00
4010	<b>Bus Shelters</b>	£500.00	£0.00	£500.00
4020	<b>Street Furniture</b>	£600.00	£0.00	£600.00
4025	<b>Speed Watch &amp; SID</b>	£500.00	£0.00	£500.00
4030	<b>General</b>	£200.00	£0.00	£200.00
4040	<b>Christmas</b>	£7,500.00	£0.00	£7,500.00
4070	<b>Lengthsman</b>	£1,800.00	£0.00	£1,800.00
4075	<b>Public Toilets</b>			
/1	Cleaning	£15,000.00	£3,023.56	£11,976.44
/2	Maintenance	£5,000.00	£1,174.91	£3,825.09
/3	Water/sewage charges	£3,000.00	£0.00	£3,000.00
/4	Electricity costs	£1,000.00	£207.62	£792.38
	Total	£24,000.00	£4,406.09	£19,593.91
4076	<b>Car Park costs</b>	£150.00	£1,858.00	-£1,708.00
4090	<b>Dog Bins</b>	£650.00	£157.04	£492.96
4095	<b>CCTV</b>			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£200.00	£68.00	£132.00
	Total	£200.00	£68.00	£132.00
4097	<b>Community Event Costs</b>	£5,000.00	£2,653.82	£2,346.18
4098	<b>Fryer Field Development Plan</b>	£0.00	£0.00	£0.00
4099	<b>Litter picking events</b>	£200.00	£0.00	£200.00
	<b>Total Environment expenditure</b>	<b>£103,600.00</b>	<b>£18,678.23</b>	<b>£74,921.77</b>
	<b>Monies for various earmarked funds</b>			
	<b>Total Expenditure</b>	<b>£275,788.00</b>	<b>£54,194.71</b>	<b>£211,593.29</b>

1 Car park re-lining costs as approved minute no 24/258

Payment method	Invoice amount	Invoice date	Details
EB 11.07	£175.00	01.07.25	Wessex Ferret Club - Westival
EB 11.07	£117.60	16.07.25	SafeZone Fire and Security - Routine maintenance of CCTV at FF
EB 11.07	£560.71	02.07.25	Dorset Council - Rubbish collection at FF, Cemetery and office from 30.06.25 to 28.09.25
EB 11.07	£306.00	30.06.25	Pear Technology - Annual Mapping software fee
EB 11.07	£1,590.40	06.07.25	Terraforma - Grounds maintenance for June
EB 11.07	£305.00	09.07.25	Steamship Circus - Final payment for Westival Circus workshop
EB 11.07	£50.69	30.06.25	South West Hygiene - Sanitary bin service for pavilion 25.06.25 to 24.09.25
EB 11.07	£144.00	08.07.25	Canford Drains - Routine maintenance of drains at pavilion prior to Westival
<b>TOTAL</b>	<b>£3,249.40</b>		
<b>Direct Debits and Debit Card payments</b>			
Payment method	Invoice amount	Invoice date	Details
DC 19.06	£27.98	19.06.25	Vistaprint - Westival posters
DC 18.06	£14.58	18.06.25	Amazon - Key box for office
DC - ATM	£1,000.00	07.07.25	Westival Cash Raffle Prizes - Withdrawal of £1000 from ATM over 4 lots
DD 02.07	£568.82	16.06.25	SSE - electricity charges for pavilion and floodlights
<b>Total</b>	<b>£1,611.38</b>		



3353

**WEST MOORS TOWN COUNCIL**

**MINUTES** of the **ENVIRONMENT COMMITTEE** held on  
**THURSDAY 24<sup>th</sup> JULY 2025** in the Pavilion, Fryer Field, West Moors at 7.30pm.

**PRESENT:**

Cllr Mrs C Holmes – Chair		
Cllr Mrs R Burke	Cllr D Green	Cllr M Hawkes
Cllr J Randall	Cllr T Salt	Cllr D Shortell
Cllr J Staig	Cllr Mrs P Yeo	

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** None

**25/091 DECLARATIONS OF INTEREST/DISPENSATIONS**  
None

**25/092 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None.

**25/093 TO RECEIVE THE CLERK'S REPORT**

- a) Cllr Skeats arranged a meeting at County Hall to discuss highways matters with an officer; both the Clerk and the Chair of the Council attended the meeting.  
During the meeting the 'Please Slow Down' trial was discussed and agreed that it was not a suitable option for West Moors, as these issues are being addressed in much more proactive ways by the Community Speed Watch Team. 20mph speed limits were discussed at length and this matter will appear on a future Council agenda for members to debate.  
Trying to reduce the volume of HGV's through West Moors was also discussed, along with directional signage on the A31.
- b) A report that the container near the garage at Fryer Field had youth climbing on the roof was received on the 25<sup>th</sup> June. Police were called by residents. The anti-climb spikes and paint are being renewed.

**25/094 FINGER POSTS FOR FRYER FIELD**

At the environment meeting held on the 19<sup>th</sup> June, members requested that finger post signage be investigated for Fryer Field.  
Members reviewed information about finger posts, including a quotation.  
A further discussion took place about a directional sign for Fryer Field from Station Road.  
Members asked that a quote from Dorset works be sought for a brown direction sign 'Fryer Field' to be placed opposite the entrance to the Memorial Hall car park  
The finger post signs to be rediscussed once the quote for the directional sign had been received.

**25/095 CEMETERY NOTICEBOARDS**

Members considered the purchase of two new noticeboards for the cemetery to replace the current old noticeboards. After discussion it was  
**RESOLVED that 2 new noticeboards made from recycled plastic be purchased and installed in the cemetery at a cost of £800 each.**  
*Voting: unanimous*

**25/096 FOOTBALL CLUB SIGNAGE**

The Town Council has been approached by West Moors Football Club requesting permission to place a sign on the pavilion to highlight when their next match is. After discussion it was

**RESOLVED that West Moors FC be permitted to place a sign on the wall of the pavilion to highlight when their next match will be taking place. The sign to be 150cm x 100cm.**

*Voting: Unanimous*

**25/097 BODYCAMs FOR SPEED WATCH VOLUNTEERS**

A speed watch volunteer requested that that Town Council consider the purchase of a body cam to help protect speed watch volunteers for abuse.

The police speed watch coordinator highlighted concerns over the use of bodycams and GDPR. After discussion it was

**RESOLVED to reject the motion to purchase body cams for the speed watch volunteers.**

*Voting: unanimous*

Members of the committee sent their thanks to the Speedwatch coordinator and volunteers for their dedication.

**25/098 REVIEW OF FEES****a. Sports and hire fees**

Members reviewed the sports and facility hire fees, after discussion it was

**RECOMMENDED that all sports and facility hire fees are increased by 5% rounded up to the nearest pound from September 2025.**

*Voting: unanimous*

**b. Cemetery fees**

Members reviewed the cemetery fees, after discussion it was

**RECOMMENDED that the all the fees relating to the cemetery are increased by 5% for residents and 10% for non-residents rounded up to the nearest £1 with immediate effect.**

*Voting: unanimous*

**c. Allotment fees**

Members reviewed the allotment fees, after discussion it was

**RECOMMENDED that the fees for the allotments remain unchanged from April 2026.**

*Voting: unanimous*

**25/099 CEMETERY MATTERS**

Members received information on the number of burials and cremations that have taken place since the 1<sup>st</sup> January 2025 to date.

Artificial grass remains on some plots even though families have been requested to remove it.

**25/100 UPDATE: PUBLIC TOILETS**

Noted that toilets are due their annual deep clean and that the concrete bollard outside the building has been damaged and will require replacing in the near future.



**25/101 UPDATE: ALLOTMENTS**

A formal inspection took place on the 23<sup>rd</sup> July. Four plots were found to be in an unacceptable condition and have received notice to make improvements within 30 days.

**25/102 CORRESPONDENCE**

None

The Chairman declared the meeting closed at 20:00hrs

The next meeting of the Environment Committee is scheduled for 4<sup>th</sup> September 2025 at 19:30hrs

SIGNED ..... DATE .....  
Chair of Environment Committee

## **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. Asset Transfers: We are still waiting on Wellers Law Group to come back to us about the legal charge. Dorset Council are now keen to move forward with this transfer. They are also putting forward a case for transferring The Spinney and the land at the end of Weavers Close to the Town Council.
2. The DAPTC are still working on a Statement of Reasonable expectations. Once it is ready, it will appear on an agenda for members to comment on. The Clerk has now attended two meetings where this item was the sole discussion.
3. Questions provided by members have been submitted to the doctors surgery.
4. The Clerk is chasing the MOD to try and see if the old NAAFI building in Bond Ave could be utilised for the local community.
5. NALC have agreed a 3.2% increase across all pay bands effective from 1<sup>st</sup> April 2025. This increase will be reflected in the August salaries.

## **AGENDA ITEM 7 – Accounts for Payment**

A list of payments has been sent separately with the agenda.

## **AGENDA ITEM 8 – DRAFT TOWN COUNCIL STRATEGIC STRATEGY**

A copy of the draft strategic plan is attached for members to review.

The plan has been written after consultation on various themes in late 2024 and early 2025. Members having previously seen the results of all the surveys carried out.

Members are asked to review the draft plan and advise if any amendments are required before considering adopting the plan.

## **AGENDA ITEM 9 – INSURANCE COVER**

The annual insurance cover is due on the 1<sup>st</sup> September.

The Town Council Policy is currently with Hiscox, this is arranged through Gallagher (specialist broker in Town and Parish Council insurance).

The Town Council is currently in a long-term agreement with Hiscox until 31<sup>st</sup> August 2026.

A copy of the renewal schedule is attached for members to review to ensure that it meets the requirements of the Council.

## **AGENDA ITEM 10 – PHOTOGRAPHIC COMPETITION**

Agenda Item requested by Cllr Mrs P Yeo

### **Agenda Item:**

To consider holding a quarterly photographic competition “Seasons in West Moors”

### **Background Information:**

West Moors residents respond well to community events. Many – probably most – people now own smart phones able to take photographs, so such a competition would not be restricted only to those owning cameras. I propose a quarterly competition for the best photograph taken in the previous season, meteorological seasons being defined as starting 1<sup>st</sup> March, 1<sup>st</sup> June, 1<sup>st</sup> September and 1<sup>st</sup> December. Photographs to be displayed in a venue to be decided, probably the Pavilion, or Memorial Hall or other facility. No prize other than public recognition via our website, Facebook and Newsletter. The independent judge to be chosen by WMTC.

I would like these photos to become part of the West Moors Archive and also would hope that cards could be printed, giving the name of the photographer, for sale within the office and at community events. Proceeds of sale to remain with WMTC. For this to be lawful I suggest it be a Rule for the competition that WMTC acquires ownership of the photo unless the entrant specifically states in writing that copyright remain with him/her, in which case it would not be possible for copies to be made available for sale as WMTC could not easily ensure that payments be forwarded to the photographer for the period of the copyright which is currently 70 years from the date of death of the photographer.

### **Background Documents:**

Details of the proposed competition

Rules of the proposed competition

### **Costs:**

- 1      Publicity – quarterly but on Website, Facebook and WMTC Newsletter so no specific charge other than the time of the member of staff making the entries. Possible articles/ advertising in West Moors Directory and other local publications for which payment would be required.
- 2      Possible cost of hiring a venue other than the Pavilion
- 3      The independent judge’s travelling expenses, if any
- 4      Small gift to the independent judge – e.g. flowers, bottle of wine.

### **Recommendation:**

To Resolve to hold a quarterly photographic completion open to all with the title “Seasons in West Moors”

\*\*\*\*\*



## Possible publicity explaining the competition

### Capture the Seasons of West Moors!

#### West Moors “Seasons” Photographic Competition

We invite all photography enthusiasts—amateur or professional—to take part in the **West Moors “Seasons” Photographic Competition**, celebrating the beauty of our local area throughout the year and adding to our historical archives for the future residents of West Moors to enjoy.

#### Quarterly Competition

The competition runs four times a year, with each round covering the *current* season’s photos, taken within the boundaries of West Moors.

#### Entry Periods

- **Spring entries:** from 1st March to 30<sup>th</sup> April
- **Summer entries:** from 1st June to 31<sup>st</sup> July
- **Autumn entries:** from 1st September to 31<sup>st</sup> October
- **Winter entries:** from 1st December to 31<sup>st</sup> Jan

#### Exhibition & Judging

All entries will be displayed at the **Pavilion, Fryer Field**, with each round judged by an **independent guest judge**. Winning photographs will be featured in the **West Moors Newsletter** and **local publications**.

#### How to Enter

Submit your photographs in digital format, saying the date they were taken and the location they were taken, preferably using what3words as the location identifier.

Sent to the West Moors Town Council Office via email [office@westmoors-tc.gov.uk](mailto:office@westmoors-tc.gov.uk)

#### Copyright & Use

Unless marked “*subject to copyright*”, all submitted entries will become the property of **West Moors Town Council**.

Non-copyrighted entries may be digitised and used for the creation of **greeting cards (with envelopes)**, sold locally with **full attribution** on the back.

#### Preserving Local Beauty

All entries contribute to a growing **visual archive of West Moors**, celebrating our community and environment for generations to come.

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 For more information, contact the West Moors Town Council or visit [www.westmoors-tc.gov.uk](http://www.westmoors-tc.gov.uk)

Let the seasons inspire you—get snapping and share the unique spirit of West Moors!

## **AGENDA ITEM 11 – 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 12 – WESTIVAL DEBRIEF**

### Westival 2025 Summary

- Well attended (despite the heat!). No clickers this year so unsure on exact amount but definitely in the thousands.
- Around 110 cars came out of the 170 signed up – made for a great, if a little gappy, Wheel Display!
- Very positive feedback on the band, who had a steady amount of people watching throughout their two sets.
- Krazy Kev, Urban Displays and The Falcon's Crest all drew impressive crowds to their shows.
- Craft tent was a lovely new addition, with families enjoying the shade of the tent while their children got stuck into free activities.
- Steamship Circus area also went down well, with a steady amount of visitors trying out the balance equipment.
- Sadly, the ferrets couldn't attend due to the heat, but will return next year
- Pleased with the wide range of stalls and vendors – many have already said they enjoyed the show and would like to return next year
- We've received official photos and have sent a selection to local press outlets with a press release. The video of the event has been published on Facebook. Photos have already been shared and received positive engagement.
- Volunteers were all excellent, turned up when required and did as requested. They were all given vouchers for a free coffee or ice-cream and water was provided. Wessex 4x4 Response took a huge amount of stress away and controlled the parking well to the extent that the Memorial Hall car park was barely used and the overflow car park was not required. Hot food was provided to volunteers on the day (kindly donated by vendors), and we have sent a donation of £300 to the charity with a letter of thanks.
- Takings from the cash raffle, climbing wall and bouncy castle were £1260.50. We organised well within budget so this amount is a profit.

- The winners of the cash raffle were contacted on Monday and collected their prizes. All live in West Moors. Winner of the £300 prize plans to donate hers to St Marys Church. The winners of the Councillors hamper were Margaret and Derek Holden, who volunteered as litter pickers on the day and were delighted with their prize, sending a thank you card to say what a wonderful day they'd had.
- First Aid tent reported on a few minor treatments given for bee stings/cuts.
- Overall feedback has been very positive, with common themes being 'the generous display of community spirit', 'pride in our village', and 'super organisation'. Ian Carter who looks after the Safety Advisory Group for Dorset Council attended and was very complimentary, saying he would advise others running similar events to visit Westival and see how things should be done.
- Judi and Nadine thoroughly enjoyed the organisation and the day itself, and all organisational work was completed within working hours. Steve was excellent as always and we will provide a gift of thanks for his incredible effort prior to the event and for being on site all day.
- Feedback for improvement next year includes:
  - (Ian Carter) – make it easier to find Event Organisers, add sand bins for smokers and have a separate welfare facility for lost children
  - (Wheel Display Marshals) – Add coloured lines on pitch markings to separate clubs
  - (Cash Raffle table) – No single tickets to be sold next year, and not worth using card machine. Draw raffle a little earlier as people start to leave around 3:30pm.
  - (Wessex 4x4) – Possible considerations for next year include marking out of rows in car park and using overflow car park as disabled parking
  - Possible re-wiring of electrics to separate stage from other users e.g. bouncy castle
  - Review fire/emergency policy

**AGENDA ITEM 13 – 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.

**AGENDA ITEM 14 – Correspondence**

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