

WEST MOORS TOWN COUNCIL

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



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 27th NOVEMBER 2025 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

19th November 2025

Cllr Mrs R Burke – Chair

Cllr J Staig– Vice 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 C Way

Cllr K Wilkes

Cllr Mrs P Yeo

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public \(Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out\) Public session is limited to 10 minutes](#)
3. [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
4. [To Approve and Sign the Minutes of the Town Council meeting held on Thursday 30th October 2025 \(pages 3384-3388\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
 - a) [Environment committee](#) 06.11.25 (pages 3389-3391)
 - b) [Planning Consultative committee](#) 13.11.25 (pages 3392-3393)
 - c) [Finance and General-Purpose committee](#) 13.11.25 (pages 3394-3401)
Recommendation 25/224
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Approve continued membership of the DAPTC](#)
10. [To consider the purchase of a professional battery-operated speaker and stand for small community events.](#)
11. [To Instruct Tozers solicitors to act on behalf of the Town Council for asset transfers from Dorset Council](#)
12. [To Receive Information from Members](#)
13. [To Receive Correspondence](#)

AGENDA ITEM 1 – Apologies for Absence

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

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

The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

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

AGENDA ITEM 3 – Declarations of Interests

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

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

AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 30.10.25

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WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 30th October 2025 in
The Pavilion, Fryer Field at 7:30pm.

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
Dorset Councillor A Skeats
3 members of the public

APOLOGIES: Cllr Mrs C Holmes Cllr J Randall
(reasons for apologies were noted)

25/185 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

**25/186 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

**25/187 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 25th SEPTEMBER 2025**
Having been circulated, the minutes on pages 3376-3387 were agreed, adopted and signed.
Matter arising: Cllr Shortell updated members on the DC contact to replace street lights.

25/188 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- The Report of the Planning Consultative Committee** held on the 2nd October 2025, pages 3379-3381 as circulated, was confirmed, adopted and signed.
- The Report of the Planning Consultative Committee** held on the 23rd October 2025, pages 3382-3383 as circulated, was confirmed, adopted and signed.

25/189 DORSET COUNCILLOR REPORT
Members received a written report from Dorset Councillor Shortell regarding updates on: Dorset Council Farms Estate Strategy, Dorset and BCP working plan, Empty Homes Strategy and Age Friendly communities.
Cllr Skeats reported on his attendance at Blackfield Farm with a DC enforcement officer and the land owner. He further reported that Dorset Council are talking 3 months to process a Blue Badge application, and he stated that he felt that services at DC are suffering because of net zero targets that are in place and that the scarecrow competition raised £360 for St Mary's School safety fund. He has also chased the install of a pedestrian crossing near St Marys and can see no reason why it will not go forward in 2026.
A copy of the full report is available in the Council office.

25/190 TO RECEIVE TOWN CLERKS REPORT

- The Town Council will be participating in the St Martins Christmas Tree Festival in December.

2. The nominated assets of community value have been submitted to Dorset Council, and a decision is due by 24th November for the Library and St Martins Church. The MOD property may take longer.
3. The current Internal Auditor, Tim Light, has advised that he will be retiring in June 2026, he has recommended that Mulberry Local Authority Services take over the internal audit services for the council in 2026/27. They will be in touch later in the year to discuss.
4. Entries are still arriving for the photographic competition, which closes on the 31st October. Cllrs Yeo and Wilkes to judge the entries.
5. The office staff are considering arranging a Macmillan Coffee morning in the Pavilion.
6. In May 2024, Minute no 24/017 it was agreed to hold a volunteer celebratory event in 2025, this was deferred to 2026, minute no 24/190. Office staff will now start working on this event to be held in late May/early June 2026.
7. The Council's response to the Dorset Council Local Plan consultation was submitted on the 7th October.
8. The clerk reported on attendance at the Devolving Dorset Conference
9. The clerk reported on the office safe replacement.

25/191 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3387-88 of these minutes. (Cllr's Wilkes and Senior to authorise the electronic payments)

Voting: unanimous

25/192 MEN'S SHED INFORMATION

Members received information from 3 representatives of the Men's Shed organisation, who would like to set up a shed in West Moors. They explained the ethos of the organisation and what they needed to be able to run a men's shed.

Members thanked the representatives for coming and talking to the council and agreed to give some thought to any areas of land that may be suitable for their purposes. Clerk to convey this information back to the representatives.

25/193 CONSULTATION RESULTS

Members received the results of the online survey asking residents if they wished the council to spend public money on a town wide consultation about 20mph limits being introduced.

The survey received 393 responses with 61% not wishing the council to spend funds on a consultation.

Cllr Salt reminded members that a recent petition received 350 signatures supporting a 20mph limit along Station Road.

It was proposed and seconded and

RESOLVED that in light of the consultation results WMTC would not carry out a Town wide survey on the possible introduction of 20mph limit along Station Road and they would no longer pursue the 20mph issue for Station Road.

Voting: 9 for, 1 against

After the vote had taken place Cllr Skeats stated that he felt that the information given to himself and WMTC had been misleading.

He went on to state that he felt DC would support a 20mph limit outside St Mary's School and that WMTC should wait for DC to come to them to see what is feasible.

25/194 EFFECTIVENESS OF INTERNAL AUDIT AND FINANCIAL CONTROLS

a. Effectiveness of internal controls

Members reviewed the internal controls checklist and the effectiveness of the internal audit. Members agreed that the scope of the internal audit was sufficient for the council's needs and the effectiveness of the internal audit met all the legal requirements.

b. Internal Auditor

Members reviewed the scope of the internal audit and were content that it covered all aspects as required.

It was noted that the current internal auditor Tim Light, was completely independent of the council.

25/195 ASSET REGISTER

Members reviewed a copy of the asset register and it was

RESOLVED that the asset register was all in order.

Voting: unanimous

25/196 INFORMATION FROM MEMBERS

Cllr Shortell reported an abandoned car on Heathfield Road

Cllr Way reported on the youth club accounts and has asked the members of the youth club committee to seek more grant aid.

Cllr Skeats stated that there is a Nissan hut on forestry land which may be suitable for a men's shed.

25/197 CORRESPONDENCE

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

The Chair declared the meeting closed at 20:47 hrs.

The next meeting of the Town Council will be held on 27th November 2025 at 19:30hrs.

SIGNED DATE
Chair

Payments made in between meetings

Payment method	Invoice amount	Invoice date	Details
EB 13.10	£510.00	18.09.25	Ringwood Pest Control - Pest Control at allotments
EB 13.10	£20,000.00	18.09.25	West Moors Youth Club - Annual Grant
EB 13.10	£1,500.00	18.09.25	West Moors Bowls Club - Grant
EB 13.10	£1,000.00	18.09.25	Sturts Farm - Grant
EB 13.10	£1,194.00	24.09.25	Dorset Council - Pot hole repairs in Park Way Car Park in March
EB 13.10	£1,444.80	28.09.25	Verwood Cleaning Services - Public toilet and pavilion cleaning for September
EB 13.10	£74.04	29.09.25	Eco Hound - Dog waste bags
EB 13.10	£600.00	18.09.25	Lola Smith - Grant
EB 13.10	£647.18	01.10.25	Peter Ridley Waste - Food Waste Bags
EB 13.10	£102.00	02.10.25	Goldi-Locksmith - Opening safe
EB 13.10	£1,590.40	31.09.25	Terraforma - Grounds maintenance for September
EB 13.10	£60.00	03.10.25	PJ Wellman Bookbinding - Minute book
EB 13.10	£566.09	03.10.25	Dorset Council - Waste services for FF, Cemetery and office 29.09.25 to 28.12.25
EB 13.10	£20.00	01.10.25	Royal British Legion - Wreath for Remembrance Day
EB 31.10	£4,820.53	16.10.25	Staff Salaries - Month 7
Total	£34,129.04		

Payment list dated 30.10.25

Payment method	Invoice amount	Invoice date	Details
EB 31.10	£132.97	13.10.25	Aquacare - Water hygiene testing - pavilion - October
EB 31.10	£41.46	06.10.25	Source for business - Water charges - Public toilets - 07.09.25 to 04.10.25
EB 31.10	£1,975.29	16.10.25	HMRC - Tax and NI - Month 7
EB 31.10	£1,830.66	16.10.25	Dorset Council - Pension contributions - Month 7
TOTAL	£3,980.38		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
DD 29.09	£427.18	15.09.25	SSE - electricity charges - Floodlights - 01.06.25 to 31.08.25
DD 03.10	£55.71	19.09.25	British Gas - Electricity charges - Council office - 01.09.25 to 18.09.25
DD 14.10	£28.06	30.09.25	British Gas - Electricity charges - Floodlights - 13.09.25 to 30.09.25
DD 21.10	£82.02	07.10.25	British Gas - Electricity charges - Pavilion - 06.09.25 to 05.10.25
DD 18.10	£8.50	10.09.25	Lloyds Bank - Service Charge - 10.08.25 to 09.09.25
DD 09.10	£12.00	09.10.25	Sage - Payroll software - 09.10.25 to 08.11.25
DD 22.10	£112.86	03.10.25	Source for business - Water charges - Allotments - 03.09.25 to 01.10.25
DD 24.11	£47.00	13.10.25	Information Commissioners Office - Data Protection Fee

DD 10.11	£3,469.11	13.10.25	PWLB - Loan repayment
DD 16.10	£564.17	02.10.25	SSE - electricity charges - Council Office - 01.04.25 to 31.08.25
DD 31.10	£41.41	17.10.25	British Gas - Electricity charges - Public Toilets - 12.09.25 to 11.10.25
DD 25.10	£128.17	01.10.25	1st Connect - phone and broadband charges
DD 07.11	£94.58	24.10.25	British Gas - Electricity charges - Council Office - 19.09.25 to 18.10.25
DC 01.09	£5.90	01.09.25	Facebook - Advertising for Photographic competition
DC 29.09	£7.00	29.09.25	Land Registry - Title deed search for Asset of Community Value
DC 03.10	£20.00	03.10.25	Vinny's Trophies - Bench Plaque engraving
DC 17.10	£63.54	16.10.25	Community Heartbeat Trust - New electrodes for pavilion defib
DC 22.10	£50.00	22.10.25	Petty Cash Top up
DC 20.10	£25.67	20.10.25	BS Fixings - Tam torque keys for SID
Total	£5,242.88		

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WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 6th NOVEMBER 2025 in the Pavilion, Fryer Field, West Moors at 7.30pm.

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

OTHERS PRESENT: Judi Weedon, Town Clerk

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

25/198 DECLARATIONS OF INTEREST/DISPENSATIONS
None

25/199 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

25/200 TO RECEIVE THE CLERK'S REPORT

- a) A reply from Dorset Council about the application for a brown directional sign for Fryer Field has been received and in order to proceed an application fee of £122 is required. This fee is non-refundable and there is no guarantee that the application will be successful. The chair of the committee was informed and suggested that we cancel the application. Members agreed with this suggestion.
- b) There have been lots of complaints regarding overgrown hedges, these have been submitted to Dorset Council for action.
- c) Weavers Close: There has been an issue with the refuse (dog waste) bin at this location, which resulted in it being removed by Dorset Waste, after negotiation with a local resident we are trying to get the bin relocated, this may include WMTC putting down a concrete pad for the bin to be sited on.
- d) Bollards outside Tesco express, this item has been chased yet again. We were made aware that DC highways did not have any funds to install additional bollards, so requested a quote so the WMTC could install them. To date no reply has been received.
- e) Yellow box junction, on Station Road by Pennington Road, this matter has been chased again to see if it is possible for this work to be carried out, no reply has been received.
- f) A councillor requested that we consider a pedestrian sweeper to assist with clearing leaves off of footpaths. After researching we could not find a local company to do this, the purchase of equipment to carry out this task seemed unrealistic as WMTC have no way of disposing of such a large amount of leaf litter. Terraforma has cleared some leaves but does not have the resources to clear every area.

- g) Floodlights covering the tennis and skatepark. Skatepark users asked to have the floodlights on Wednesday evenings, a price per hour was agreed. However, on checking the lights it appears that they have all failed in some way. The electrician who installed them has been in touch with the manufacturer, they will be replaced under warranty, but we are unsure when this work will be completed.
- h) MUGA gravel boards are rotten (between MUGA and tennis), have been replaced, along with 3 posts around the pavilion car park.
- i) Members received a report on the Climate Change workshop attended by the Assistant to the Clerk.
- j) A local resident has offered to donate a Magnolia Tree (Betty) in memory of Jean and Frank Partridge. Members agreed to accept this donation and plant somewhere on the Petwyn.
- k) On the 6th November the Advance Notice road signs for Remembrance Day were stolen from the Petwyn and Riverside Road. Dorset Council kindly provided some spares.

25/201 CEMETERY DEVELOPMENT

Members discussed the development of the unused area at the cemetery (the area that previously housed the badger sett). It was agreed to add this to the strategic plan when the next review was carried out.
It was further agreed to obtain prices for the plating of a Yew hedge to screen off the area used for spoil and to get a quote for a bench around the oak tree.

25/202 FUN RUN

Members received a proposal document for a Fun run to be held at Fryer Field in May/June 2026. Members commended the assistant to the clerk for her work in producing this proposal. Members were content with the proposal and agreed that officers could organise the event.
Any monies raised to be split between the Castleman Community Larder and The Vine Youth Club.
Cllr Mrs Holmes informed members about the Bee Friendly Trust and ideas to be bee friendly. Members felt that the fun run could have a bee theme to promote the importance of bees in the environment.

25/203 CEMETERY MATTERS

New noticeboards have now been installed and some overhanging trees for the adjacent land have been dealt with.

25/204 UPDATE: PUBLIC TOILETS

Nothing to report

25/205 UPDATE: ALLOTMENTS

All allotments are now being utilised with the main concern being plot holders not maintaining the footpaths between plots.
The water has been turned off for the winter period.

25/206 CORRESPONDENCE

Allotment and Leisure Gardener – Issue 4 2025
ICCM Journal – Autumn 2025

The Chairman declared the meeting closed at 20:07hrs

The next meeting of the Environment Committee is scheduled for 15th January 2026 at
19:30hrs

SIGNED DATE
Chair of Environment Committee

3392

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 13th November 2025 in the Council Chamber, Pavilion, Fryer Field, West Moors at
7.00pm

PRESENT: Cllr D Green – Vice Chair
Cllr Mrs R Burke Cllr M Hawkes Cllr T Salt
Cllr K Wilkes Cllr Mrs P Yeo Cllr C Way

OTHERS PRESENT: Nadine Hancock, Assistant to Town Clerk
Judi Weedon, Town Clerk
2 members of the public

APOLOGIES: Cllr Mrs N Senior Cllr J Randall
(Reasons for apologies were noted)

25/207 DECLARATIONS OF INTEREST
None

25/208 PUBLIC DISCUSSION PERIOD
None

25/209 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/2025/06181 - 16 Oakhurst Lane West Moors BH22 0DT

Erect single storey side and rear extension
No Objection.

P/HOU/2025/06342 - 89 Glenwood Road, West Moors, BH22 0EW

Demolish existing conservatory and garage. Erect front and side extensions and convert existing loft into habitable accommodation and erect a new double garage
No Objection.

P/FUL/2025/06494 - 17 Moorside Road West Moors BH22 0EH

Sever land and erect 1 No dwelling with parking and store
The applicant was present and explained the plans and answered questions from members.
No Objection.
Voting: 5 for, 2 abstentions

25/210 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/CLE/2025/04929 - Honeybee Woodland Land adjacent to the A31 West Moors BH22 0PN

Use of existing buildings and land for the seasonal sale of fireworks and associated year-round storage including the permanent stationing of two storage containers and the seasonal stationing of a further storage container.

WMTC Comments

Certificate of Lawfulness was noted.

Dorset Council Decision

Granted.

P/CLP/2025/05216 - 237 Station Road, West Moors, Ferndown, BH22 0HZ

Certificate of Lawfulness: Single storey rear extension

WMTC Comments

Certificate of Lawfulness was noted.

Dorset Council Decision

Granted.

P/HOU/2025/04653 - 4 Harrison Way West Moors BH22 0NL

Non Material Amendment to Remove existing personnel door and reposition personnel door on North Elevation to planning permission (P/HOU/2025/04653: Erect extension to existing garage (including dormers to both North & South side elevations.)

25/211 NOTIFICATION OF PLANNING APPEALS**Notification of Appeal – New Start Date**

Relating to Aurelia Gardens, Newmans Lane, West Moors, BH22 0LP received 30.10.25.

The appellant has appealed against the notice on the following grounds:

- That planning permission should be granted
- The steps required to comply with the requirements of the Notice are excessive
- That the time given to comply with the Notice is too short

*WMTC had no further representations to make on this appeal.***25/212 NOTIFICATION OF TREE MATTERS****Tree Preservation Orders:**

None

Tree Work

8 Denewood Road	REQUEST TO: Liquidambar - Remove split stem back to growth point. Crown lift to 5m clearance from ground level. Prune away from dwelling to 3m clearance and service wires to 2m clearance. Silver Birch - Crown lift to 5m clearance from ground level. Prune away from service wires and telegraph pole to 1m clearance. Silver Birch - Crown lift to 3m clearance from ground level.
9 Riverside Road	REQUEST TO: Oak: Reduce 1 x primary branch by 3-4 meters. Oak: Fell leaving monolith at approximately 4 meters.
3A Abbey Road	REQUEST TO: English Oak: Reduce overextended branches growing over neighbouring property back by no more than 2m from the tips inwards.

25/213 CORRESPONDENCE

None

The Chairman declared the meeting closed at 19.16 hrs

The next meeting of the Planning Consultative committee is scheduled for the 11th December 2025.

SIGNED DATE

CHAIR OF PLANNING CONSULTATIVE COMMITTEE

3394

WEST MOORS TOWN COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 13th NOVEMBER 2025 in the Pavilion, Fryer Field at 7.30pm.

PRESENT: Cllr C Way – Chair
Cllr M Hawkes Cllr Mrs C Holmes Cllr D Shortell
Cllr J Staig Cllr K Wilkes Cllr Mrs P Yeo

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr J Randall Cllr Mrs N Senior
(reasons for absence were noted)

25/214 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

25/215 DECLARATIONS OF INTEREST/DISPENSATIONS
None

25/216 TO RECEIVE THE CLERK'S REPORT
a) The internal auditor is retiring after 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.
b) Pension Actuarial Valuation for the next three years has been received: Employer pension contributions rates will be 21% in 2026/27, 20% in 2027/28 and 19% in 2028/29

25/217 TO RECEIVE FINANCIAL INFORMATION
a) Members received bank reconciliations up to 31st October 2025, as attached on page 3396 of the minutes.
b) Internal Controls: Members received income reports for September and October.
Bank statements and petty cash up to 31st October have been inspected and checked by the Chair, Cllr C Way.
c) Budget Comparison: Members reviewed the budget comparison to 30th September 2025 (second quarter), as attached on pages 3397-3400 of these minutes.
d) CCLA Information was noted. Cllr Way and the Clerk reported on their attendance at a CCLA and Jupiter webinar, where they discussed the implications of the joining of the two investment businesses.

25/218 ACCOUNTS FOR PAYMENT
It was
RESOLVED that the accounts for payment be approved as attached on page 3401 of the minutes. Cllr's Wilkes and Yeo to authorise the electronic payments.
Voting: Unanimous

Members requested that in future when fencing work is required to get an additional quotation as well as the councils current fencing contractor, to ensure value for money.

25/219 INTERIM REPORT FORM INTERNAL AUDITOR
Members received the interim report for the internal auditor. They noted that it was very comprehensive, the contents were noted and members thanked the clerk for the good audit report.

25/220 GRANT APPLICATIONS:**a) Citizens Advice Bureau**

Members considered an application from the CAB. Members all agreed that the service provided by the CAB was excellent and invaluable. After discussion members agreed to increase the grant funding available in the budget for the CAB by using funds within the general grant budget.

It was

RESOLVED that a grant of £2,200 be awarded to the Citizens Advice Bureau for the year 2025/26 to assist with their continued operation.

Voting: unanimous

25/221 CORRESPONDENCE

a) Thank you letters from the Bowls Club and Lola Smith for the grants awarded to them.

b) Thanks from the youth club for the financial support.

25/222 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

25/223 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:- that because of the confidential nature of the business to be transacted, it was likely that if Members of the Public were present during discussion, there would be disclosure to them of exempt information and they therefore be excluded from the Meeting in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960

Voting: Unanimous

25/224 STAFF APPRAISAL REPORTS

Members received a verbal report from Cllr Staig, who carried out the appraisal of the Assistant to the Clerk, in conjunction with the Chair of the Council. After discussion it was

RECOMMENDED that a one increment pay award (SCP 26) from to 1st April 2026 be awarded to the Assistant to the Clerk.

Voting: unanimous

The Clerk left the room.

Members received a verbal report from Cllr Staig, who carried out the appraisal of the Clerk, in conjunction with the Chair of the Council.

The Clerk returned to room.

The Chairman declared the meeting closed at 20:10hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 22nd January 2026 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

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)
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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

/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
/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 pothole repairs

3 Overspend covered by income heading 1100/5

Payment list dated 13.11.2025			
Payment method	Invoice amount	Invoice date	Details
EB 17.11	£1,423.20	27.10.25	Verwood Cleaning Services - Public toilet cleaning October
EB 17.11	£1,590.40	01.11.25	Terrafirma - Grounds maintenance for October
EB 17.11	£42.00	04.11.25	Vision ICT - Website support
EB 17.11	£487.50	05.11.25	Lightatouch - Internal audit fee - interim visit
EB 17.11	£132.97	07.11.25	Aquacare - Water hygiene testing at Pavilion - November
EB 17.11	£33.74	03.11.25	Source for Business - Water charges - Public toilets 0 05.10.25 to 02.11.25
EB 17.11	£165.00	09.11.25	Lee Rasdall-Dove Music - Sound engineer for Remembrance Sunday
EB 17.11	£1,064.40	12.11.25	Kenrick Fencing - replacement gravel boards at MUGA and repairs to fence around pavilion car park
TOTAL	£4,939.21		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 05.11	£10.88	05.10.25	Amazon - Stationery
DC 05.11	£639.00	05.10.25	Safe.co.uk - Fireproof safe
DC 07.11	£454.39	07.11.25	Hedges Direct - Yew hedging plants for cemetery
DC 08.11	£104.99	08.11.25	Microsoft - Annual Microsoft Office subscription
DC 09.11	£8.40	09.11.25	Meta - Facebook post advertising for Christmas card comp
DD 21.11	£93.11	07.11.25	British Gas - Electricity charges - Pavilion - 06.10.25 to 05.11.25
DD 18.11	£12.65	10.10.25	Lloyds Bank - Service charge 10.09.25 to 09.11.25
DD 09.11	£12.00	09.11.25	Sage - Payroll software
Total	£1,335.42		

AGENDA ITEM 6 – 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 7 – Clerk's 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. Remembrance Parade was well attended and successful. However, prior to the event the Council had two advanced road closed notice signs stolen, this was reported to the police. Dorset Council kindly lent some of their signs to WMTC.
2. Men's Shed – Members of the organisation have looked at land suggested by the Town Council. They have approached the Memorial Hall about the green space in the Memorial Hall car park.
3. Publicity – response to the consultation results has been mainly positive.
4. Christmas decorations will all be in place for the 26th November.
5. Carols on the Petwyn organised by the youth club will be held on Saturday 6th December. The Council office have received a few complaints about the change of day for this event; these have been passed on to the organisers.
6. At the January meeting of the Council, there will be a presentation on the Armed Forces Covenant which the Council can sign up to.

AGENDA ITEM 8 – Accounts for Payment

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

AGENDA ITEM 9 – DAPTC Membership

Members are asked to approve the continued membership of the DAPTC.

The annual subscription for 2026/27 has increased by 3.8% to £1791.14 (£60.57 increase).

The DAPTC offers a wide range of benefits, see information attached separately to the agenda.

It is recommended that WMTC maintain their membership of this vital organisation.

AGENDA ITEM 10 – To consider the purchase of a professional battery-operated speaker and stand for small community events

During the year the Council holds various events where a small speaker would be helpful, to allow members of the public to hear what is going on.

This is specifically relevant to Armistice Day by the War Memorial, where people gather and we hold a small service each year, with no form of speaker system.

Therefore, members are asked to consider purchasing a battery-operated PA speaker and stand for such events. The Council already has microphones that would be compatible with such speakers.

The sound engineer who operates the full PA system for Remembrance day has offered some advice and sourced 3 speakers that would meet our needs, [budget](#) £272, [mid-range](#) £325 and [high end](#) £549. A [speaker stand](#) is £40.

It is recommended that a portable battery-operated speaker be purchased for events held by the Town Council. Members are asked to decide which speaker would be the most appropriate.

AGENDA ITEM 11 – To Instruct Tozers solicitors to act on behalf of the Town Council for asset transfers from Dorset Council.

Dorset Council are progressing the following asset transfers of land:

1. Green Space at Weavers Close
2. The Spinney
3. Land around Fryer Field

Heads of Terms documents have been received from DC in regard to 1 and 2 above and these are attached separately to the agenda for your information. Formal approval from the Director of Place Team at DC is being sought and once this has been signed off the DC legal team will produce the paperwork.

In respect of the land at Fryer Field, Dorset Council are waiting for confirmation from WMTC that we can overcome any legal issues with the land (overage charges) before proceeding any further with the transfer.

West Moors Town Council therefore now requires independent legal representation to ensure that the asset transfers are completed legally.

In the past we have used Wellers Solicitors to carry out this work, however the solicitor we used has now retired and the council office has had difficulty in communicating with the solicitors firm, with emails not being responded to.

At the DAPTC conference on the 30th November there was an exhibitor from a solicitors company with experience in dealing with Town and Parish Council work.

They have provided us with a quotation to carry out the legal work for the asset transfers as shown:

1. The Spinney – Transfer of whole, title DT16252. Assuming there are no unusual title entries and no searches are required, our fees would be between £1600-2100 plus VAT
2. Weavers Close - Transfer of Part DT383044 - Assuming there are no unusual title entries and no searches are required, our fees would be between £1900-2400 plus VAT
3. Fryers Field – Transfer of Part DT202347 – this one is to include overage and we will need to review and advise on the existing and charge (looks to be overage related) and any leasehold interest, £3600-4100 plus VAT.

Members are asked to approve the instruction of Tozers to act on behalf of WMTC in relation to asset transfers from Dorset Council.

Current legal fees budget is £500.

Service devolution earmarked fund contains £5,813.74.

AGENDA ITEM 12 – 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 13 – Correspondence

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