

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 29th JANUARY 2026 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

22nd January 2026

	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	

**PRIOR TO THE START OF THE MEETING MEMBERS WILL
RECEIVE A PRESENTATION AND INFORMATION ABOUT THE
ARMED FORCES COVENANT STARTING AT 7pm**

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 18th December 2025 \(pages 3408-3410\). 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](#) 08.01.2026 (pages 3411-3412)
 - b) [Environment committee](#) 15.01.2026 (pages 3413-3417)
Recommendation: 25/265
 - c) [Finance and GP committee](#) 22.01.2026 (pages 3418-3430)
Recommendation: 25/278b
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Approve Budget and Precept for 2026/27](#)
10. [To Receive Update on Asset Transfers](#)
11. [To Receive Update on Fun Run plans](#)
12. [To Receive Information from Members](#)
13. [To Receive Correspondence](#)

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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 18.12.2025

3408

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 18th December 2025 in
The Pavilion, Fryer Field at 7:30pm.

PRESENT:

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

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

APOLOGIES: Cllr M Hawkes Cllr D Shortell
(reasons for apologies were noted)

25/244 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

**25/245 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

**25/246 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 27th NOVEMBER 2025**
Having been circulated, the minutes on pages 3402-3405 were agreed, adopted and signed.

25/247 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 11th December 2025, pages 3406-3407 as circulated, was confirmed, adopted and signed.

25/248 DORSET COUNCILLOR REPORT
Members received a written report from Dorset Councillors Shortell and Skeats regarding updates on: Mayoral Devolution and the Wessex Partnership, additional funding for bus services and the expansion of Family hubs.
Cllr Skeats informed members of 3 or 4 untaxed vehicles left in the parking area behind Station Hair and as this land is private Dorset Council cannot do anything about the vehicles.
A copy of the full report is available in the Council office.

25/249 TO RECEIVE TOWN CLERKS REPORT

1. Asset transfer of The Spinney and Weavers Close are progressing. Dorset Council are advertising the disposal transfer of this land and if no objections are received, WMTC should receive the paperwork in January to send to our solicitor.
The solicitors have checked the paperwork issued previously for Fryer Field and have confirmed that WMTC cannot take on a Legal Charge. They have offered solutions to this issue which have been forwarded to Dorset Council legal team.
2. It was reported that the Christmas event organised by the Youth Club went well.
3. The Poppy Appeal collection tin in the office raised £35.50
4. The Men's shed are in negotiation with the Memorial Hall to use the piece of scrub land in their car park

5. Asset of Community Value – Dorset Council have not accepted the application for the old NAAFI building.
6. A speaker has been secured for the Annual Town Assembly in April – Mary Van Collier, author of Downstream Dorset, River tales and Local History

25/250 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3410 of these minutes. (Cllr's Yeo and Wilkes to authorise the electronic payments)

Voting: unanimous

25/251 APPOINTMENT OF INTERNAL AUDITOR FOR 2026/27

Members having received information on the appointment of an internal auditor for 2026/27 due to the retirement of the currently auditor discussed the qualifications and training of the staff at Mulberry Local Property Services Ltd. This information was checked at the meeting on their website and after discussion it was

RESOLVED to appoint Mulberry Local Authority Property Services Ltd to carry out the internal audit for 2026/27.

Voting: unanimous

25/252 INFORMATION FROM MEMBERS

None

25/253 CORRESPONDENCE

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

The Chair declared the meeting closed at 19:45 hrs.

The next meeting of the Town Council will be held on 29th January 2026 at 19:30hrs.

SIGNED DATE
Chair

Payment made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 24.12	£5,270.58	24.12.25	Staff Salaries - Month 9 - December

Payment list dated 18.12.2025			
Payment method	Invoice amount	Invoice date	Details
EB 19.12	£1,413.60	25.11.25	Verwood Cleaning Services - Public toilet and pavilion cleaning - November Inc. toilet rolls
EB 19.12	£179.03	27.11.25	Wicksteed Leisure - New cradle seat for Fryer field swing
EB 19.12	£102.00	27.11.25	Xerocad - Printing of Council Xmas cards
EB 19.12	£132.97	04.12.25	Aquacare - water hygiene testing - December
EB 19.12	£1,590.40	01.12.25	Terrafirma - Grounds maintenance for November
EB 19.12	£25.69	01.12.25	XCS - photocopier charges 31.08.25 to 02.11.25
EB 19.12	£100.00	10.12.25	BYMB - Performance fee for Remembrance Parade
EB 19.12	£1,869.04	08.12.25	Dorset Council Pension Fund - Pension Contributions - Month 9 - December
EB 19.12	£2,065.14	08.12.25	HMRC - Tax and NI - Month 9 - December
EB 19.12	£46.20	10.12.25	SLCC - Staff Training - Getting People engaged with your Social Media (03.02.2026)
EB 19.12	£162.00	09.12.25	SafeZone Fire and Security - Annual Checks - Council office - Fire, Alarm and CCTV
TOTAL	£7,686.07		

Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 18.12	£420.00	19.11.25	BNP Paribas - Photocopier lease 18.12.25 to 17.03.25
DD 19.12	£90.89	05.12.25	British Gas - Electricity charges - Floodlights
DD 16.12	£8.50	10.11.25	Lloyds Bank - Service charge 10.10.25 to 09.11.25
DD 22.12	£106.15	08.12.25	British Gas - Electricity charges - Pavilion
DD 09.12	£12.00	09.12.25	Sage - Monthly payroll software subscription
DD 30.12	£38.04	12.12.25	British Gas - Electricity charges - Public toilets
DC 28.11	£588.99	28.11.25	Gear4music - Battery operated speaker and stand
DC 27.11	£15.76	27.11.25	Amazon - Picture Frame for archive photo that requires protecting
DC 04.12	£50.00	04.12.25	Petty cash top up - money withdrawn from ATM
Total	£1,330.33		

3411

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 8th January 2026 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT: Cllr N Senior - Chair
Cllr Mrs R Burke Cllr T Salt Cllr K Wilkes
Cllr Mrs P Yeo Cllr C Way Cllr J Randall

OTHERS PRESENT: Nadine Hancock, Assistant to Town Clerk

APOLOGIES: Cllr M Hawkes Cllr D Green
(Reasons for apologies were noted)

25/254 DECLARATIONS OF INTEREST
None

25/255 PUBLIC DISCUSSION PERIOD
None

25/256 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/FUL/2025/06942 - Wayfarers Cricket Club, Castleman Trailway off Forest Hills Road, Ferndown, Dorset, BH22 9PH

Retain construction of a permeable, stone aggregate hardstanding car park for up to 25 spaces, edged by a 300mm high wooden knee rail.
No Objection

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

Demolish existing conservatory and garage. Erect front, sides, and rear extensions. Raise roof to create first floor habitable accommodation, dormer, rooflights. Erect a detached double garage.
No Objection

25/257 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2025/06181 – 16 Oakhurst Lane, West Moors, BH22 0DT

Erect single storey side and rear extension

WMTC Comments

No Objection

Dorset Council Decision

Granted

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

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU/2025/06753 - 40 Southern Avenue, West Moors, BH22 0BL

Single storey rear extension with roof lantern. New side window. Solar Panels to front elevation.

WMTC Comments

No Objection

Dorset Council Decision

Granted

25/258 NOTIFICATION OF PLANNING APPEALS**P/FUL/2024/05127 – 54 Pinehurst Road, West Moors, BH22 0AP**

Appeal against refusal of permission to:
Sever plot, demolish garage and erect bungalow.

Appeal Dismissed

25/259 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

Tree Work

Located on land adjacent to 7 Spinners Close West Moors BH22 0PN and 9 Spinners Close West Moors BH22 0PN	REQUEST TO: Hornbeam tree "Carpinus betulus" - Crown reduction of 1.5 - 2.5 meters to bring lateral limbs back from over the road and property driveways. Hornbeam tree "Carpinus betulus" - Crown reduction of 1.5 - 2.5 meters to bring lateral limbs back from over the road and property driveways.
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25/260 CORRESPONDENCE**P/CLE/2025/07554 - Aurelia Gardens, Newmans Lane, West Moors, BH22 0LP**

Certificate of Lawful Development for shower/WC block, extension to cafe and patio.

Members did not have evidence to demonstrate the claimed development has or has not existed continuously for a period of 4 or 10 years and do not wish to provide a written statement on this matter.

The Chairman declared the meeting closed at 19.07 hrs

The next meeting of the Planning Consultative committee is scheduled for the 5th February 2026.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

3413

WEST MOORS TOWN COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** held on
THURSDAY 15th JANUARY 2026 in the Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr Mrs C Holmes – Chair
Cllr Mrs R Burke Cllr D Green Cllr T Salt
Cllr J Staig

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr M Hawkes Cllr J Randall Cllr D Shortell
Cllr Mrs P Yeo
(Reasons for apologies were noted)

25/261 DECLARATIONS OF INTEREST/DISPENSATIONS
None

25/262 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

25/263 TO RECEIVE THE CLERK'S REPORT

- a) Bollards outside Tesco express, two additional bollards have now been installed by Dorset Council
- b) A cradle seat at Fryer Field Play area has been replaced due to wear and tear.
- c) Petwyn – some plants have been replaced. The donated Magnolia tree has been planted. One very old bush has been removed. The water tap suffered a burst pipe over the festive period and the water was isolated; it is awaiting repair.
- d) Woolslope Road / Pinehurst Road junction: The office is receiving complaints about the vehicles parked around this junction making the area dangerous for drivers. There are no parking restrictions in place at this junction so therefore nothing can be done to stop vehicles parking. A local resident has asked if the Council would consider applying for a Traffic Regulation Order for this junction (yellow lines).
- e) Pavilion: The patio door has become very stiff to open and close, on inspection it appears that the bottom runners are damaged. A local company has been contacted to see if it can be repaired. The door was installed in 2012.
- f) The Spinney: The council office has received a complaint from a resident who lives adjacent to this open space, about dog barking in the area which interrupts the peaceful enjoyment of their home. They also feel that balls should not be thrown in this area for dogs to fetch.
- g) Dorset Wildlife Trust have been contacted to see if they can offer advice about carrying out a biodiversity audit. Information has also been received from Green Council solutions. The Clerk and Committee Chair to liaise on this matter.

- h) Parking outside Oakhurst School: A local resident who lives in close proximity to the school asked if the Town Council could arrange some parking enforcement in the area during school drop off and pick up. A request was made to Dorset Council, a copy of their reply is attached separately to this agenda for your information. Members requested that a TRO application should be submitted for outside St Marys School and Oakhurst School.
- i) The replacement floodlights around the tennis have now been replaced, this work was carried out under warranty.
- j) On the 15th December we had a planned visit from an officer of the Institute of Cemetery and Crematorium Management (ICCM). Various cemetery matters were discussed, and we had a visit to the cemetery. The officer was pleased with the overall condition of West Moors Cemetery.

25/264 COMMITTEE BUDGET

Members reviewed the draft committee budget for 2026/27 and after discussions made no changes to it. This will now go forward to the Finance and GP committee for further scrutiny. A copy of the draft committee budget is shown on pages 3416 to 3417

25/265 NEW BENCHES

Members having received information about replacement benches for ones currently located on the Petwyn by the roundel agreed that they would be a nice addition to this area. Members were informed that the local doctors surgery had also approached the Town Council about a Chatty bench and they had a small amount of funding to put towards a bench. Members agreed that it would be nice to dedicate one of the new benches as a chatty bench. Clerk to liaise with the doctors surgery about this.

After discussion it was

RECOMMENDED that 2 new benches (butterfly and bee bench) be purchased from Ogilvie Engineering with the funds to purchase coming from CIL monies held.

Voting: unanimous

25/266 SERVICE LEVEL AGREEMENTS

Members reviewed the service level agreements for the maintenance on Fryer Field, The Petwyn and the Cemetery. After review members agreed that they were still fit for purpose.

25/267 CEMETERY MATTERS

A new yew hedge has been planted

25/268 UPDATE: PUBLIC TOILETS

Members received a report on various issues with the public toilets, such as blocked urinals, and flush systems not working.

A replacement soap dispenser has been installed.

The bollard located at the corner of the facility is due to be replaced.

25/269 UPDATE: ALLOTMENTS

Members were asked to consider how to deal with the outline of individual plots as the gravel boards on a few plots are now rotting. It was noted that some tenants had replaced the boards on their plot, whilst others had the Allotment Holders Association subsidise them, it was noted that this system had not worked well.

Advice from the National Allotment Society stated that it was normal for the tenant to be responsible for keeping the outline of their plot clearly marked, this usually means digging around the edge of the plot or using string.

Members requested that this matter be discussed with the Allotment Holders Association to see how they would feel about adding a clause to all the tenancy agreements stating that it is the tenants responsibly to ensure there plot is defined.

Members also asked if that in future plots could be limited to West Moors residents only.

25/270 CORRESPONDENCE
ICCM Journal – Winter 2025

The Chairman declared the meeting closed at 20:00hrs

The next meeting of the Environment Committee is scheduled for 12th March 2026 at 19:30hrs

SIGNED DATE
Chair of Environment Committee

ENVIRONMENT BUDGET 2026/27

Code	Source	BUDGET
		2026/27
<u>INCOME</u>		
1100	Playing Field Fees	
1100/1	Football	4000.00
1100/3	Multi-Purpose	12000.00
1100/4	Other	2000.00
Total		18000.00
1110	Cemetery Fees	
1110/1	Memorial	5000.00
1110/2	Interment	12000.00
1110/3	Purchase Graves	6000.00
Total		23000.00
1115	Allotment Rent	2000.00
1125	Memorial Benches and Plaques	0.00
TOTAL BUDGETED INCOME		43000.00

EXPENDITURE

3010	Fryer Field Maintenance	
3010/1	General	2000.00
3010/4	Contractor fees	10000.00
Total		12000.00
3020	Pavilion Running Costs	
3020/1	Electricity	1500.00
3020/2	Water/Sewage	800.00
3020/3	Maintenance	6500.00
3020/4	Legionella Testing	1500.00
3020/6	Phone/Broadband	550.00
Total		10850.00
3030	Multi Purpose Play Area	
3030/2	General Maintenance	4000.00
3030/3	Electricity	700.00
3030/5	Fund for additional MUGA	10000.00
Total		14700.00
3040	Fencing	2000.00
3050	Fryer Field Play area	
3050/1	Maintenance	500.00
3050/3	Safety Inspections	500.00
Total		1000.00
3060	Oakhurst Play area Maintenance	
3060/1	Maintenance	500.00
3060/3	Safety Inspections	500.00
Total		1000.00
3070	Skate park Maintenance	400.00

3080	Play Equipment	5000.00
3100	Cemetery Costs	
3100/1	Non Domestic Rates	1000.00
3100/2	Water Charges	50.00
3100/3	Buy Back of Cemetery Plots	0.00
Total		1050.00
3110	Cemetery Maintenance	
3110/1	General	1500.00
3110/2	Fencing	300.00
3110/3	Gravel	350.00
3110/7	Refuse collection service	950.00
3110/8	Contractor Fees	7400.00
Total		10500.00
3120	Memorial Inspections	0.00
3140	Petwyn Maintenance/improvements	400.00
3145	Open Green Space Management	2000.00
3150	Allotments	1200.00
3160	Tree Maintenance	3000.00
3170	Climate Emergency	500.00
4000	Public seats	
4000/1	Maintenance	1000.00
4000/2	Purchase	0.00
Total		1000.00
4010	Bus Shelters	
4010/1	Maintenance	500.00
4010/2	Purchase	0.00
Total		500.00
4020	Street Furniture (Inc. Dog Bins)	
4020/1	Maintenance	600.00
4020/2	Purchase	0.00
Total		600.00
4025	Speed Watch and Speed Indicator Device	500.00
4030	General	200.00
4040	Christmas decorations	7500.00
4070	Lengthsman	1800.00
4075	Public Toilets	24000.00
4076	Car Park costs	2000.00
4090	Dogs	650.00
4095	CCTV	
4095/1	Purchase/Installation	0.00
4095/2	Maintenance	200.00
Total		200.00
4099	Keep Britain Tidy Events	500.00
TOTAL BUDGETED EXPENDITURE FOR ENVIRONMENT COMMITTEE		105050.00

AGENDA ITEM 5c – FINANCE AND GP MINUTES 22.01.2026

3418

WEST MOORS TOWN COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 22nd JANUARY 2026** in the Pavilion, Fryer Field at 7.30pm.

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

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr M Hawkes Cllr J Randall
(reasons for absence were noted)

25/271 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

25/272 DECLARATIONS OF INTEREST/DISPENSATIONS
None

25/273 TO RECEIVE THE CLERK'S REPORT

1. Council office: A new electricity meter was installed on the 07.01.26 as the old meter had stopped working.
2. The Clerk and Assistant will be attending the DAPTC Clerks/Officers Conference on Friday 6th February, therefore the Council office will be closed for the day.

25/274 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 31st December 2025, as attached on page 3421 of the minutes.
- b) Internal Controls: Members received income reports for November and December.
Bank statements and petty cash up to 31st December have been inspected and checked by the Chair, Cllr C Way.
- c) Budget Comparison: Members reviewed the budget comparison to 31st December 2025 (third quarter), as attached on pages 3422-3425 of these minutes.
- d) CCLA Information was noted.

25/275 ACCOUNTS FOR PAYMENT
It was
RESOLVED that the accounts for payment be approved as attached on page 3426 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.

25/276 GRANT APPLICATIONS:**a) Home Start Wessex**

Members considered an application from Home Start Wessex. After discussion agreed to award a grant to Homestart Wessex of £1,800, however the remaining funds in the 2025/26 budget were not enough to cover this, so members agreed to pay the remaining amount from the 2026/27 budget in April. It was

RESOLVED that a grant of £1,800 be awarded to HomeStart Wessex, with £586 being sent immediately and the remaining amount of £1,214 being sent on the 1st April 2026

Voting: unanimous

b) Men's Shed West Moors

Members considered an application from the Men's Shed

Members agreed that the Men's Shed was a worthy cause but had concerns as it is not up and running at the present time and although they have a letter of intent for the use of some land to set the shed up on, members felt they needed something more secure before releasing any funds for the project. After discussion It was

RESOLVED that agreement in principle to grant funds when the project was secured in the next financial year (from April 2026). Prior to that members required additional information, such as how many people will use the shed, how many days will be it open, what exactly will they do when attending sessions, and an explanation of the project costs as stated on the application form. The amount of grant to be awarded to be decided at a future meeting.

Voting: unanimous

Members of the Men's Shed to be invited to the next meeting to talk to the councillors.

25/277 COMMITTEE BUDGETS AND PRECEPT**a) Members reviewed the draft budget for the F&GP committee.**

The budget as shown on pages 3427 to 3428 of these minutes was commended to the Council for approval.

During the debate members discussed the annual youth club grant and wished for them to apply formally for the grant in 2026 rather than the funds being automatically sent to them. Clerk to advise the youth club of this change.

b) Members reviewed the draft Environment budget as attached to the Environment committee minutes dated 15th January. Members agreed to add an additional £1000 to the FF general budget to cover signage costs. The amended budget is attached on pages 3429 to 3430 of these minutes and is commended to the Council for approval.**c) The committee recommended that the Council consider a precept of £248,947.**

The Band D cost being £79.67 which equates to £1.53 per week

25/278 POLICIES AND PROCEDURES**a) Freedom of Information Publication Scheme**

Members reviewed the Freedom of Information Publication Scheme. No revisions to the policy were required.

b) Annual Investment Strategy

Members reviewed the Annual Investment Strategy and after a few minor amendments it was

RECOMMENDED that the Annual Investment strategy for 2026/27 be approved.

Voting: unanimous

c) Volunteer Policy

Members reviewed the volunteer policy. No revisions to the policy were required.

25/279 CORRESPONDENCE

Thank you letter from the CAB for the grant.

25/280 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 20:18hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 19th March 2026 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 31.12.2025

Amount in bank as at 30/11/25	£318,512.17
Income during December	£4,084.57
Expenditure during December	£13,997.60
Amount in bank as at 31/12/25	£308,599.14

Bank Reconciliation as at 31/12/2025

Current	£1,849.08
Deposit	£281,704.09
CCLA PSDA	£25,000.00
Petty cash	£45.97

	£308,599.14
Less outstanding payments	£0.00
Plus unrepresented receipts	£0.00

Total amount held in accounts	£308,599.14

Long Term Investment:

CCLA Property Fund	£122,259.50
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(Nominal value at 31.12.2025)

Outstanding Loan Amount

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

Comparison between 01/04/2025 and 31/12/2025 (3rd 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	£1,591.93	-£408.07
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£793.51	-£206.49
1025	Dividend - CCLA Property Fund	£4,500.00	£4,154.17	-£345.83
1030	General	£0.00	£31.15	£31.15
1035	CIL Receipts	£0.00	£0.00	£0.00
1040	Sales - Dog Waste bags	£340.00	£195.00	-£145.00
1045	Sales - Kitchen Caddy bags	£2,500.00	£1,720.00	-£780.00
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	£229,973.62	-£1,914.38
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£3,328.00	-£672.00
/3	MUGA	£10,000.00	£10,420.00	£420.00
/4	Other	£2,000.00	£2,563.95	£563.95
/5	Community Event Income	£3,000.00	£4,660.50	£1,660.50
	Total	£19,000.00	£20,972.45	£1,972.45
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£3,143.00	-£1,857.00
/2	Interment	£12,000.00	£9,063.00	-£2,937.00
/3	Purchase Plot	£6,000.00	£2,032.00	-£3,968.00
	Total	£23,000.00	£14,238.00	-£8,762.00
1115	Allotment Rent	£1,900.00	£2,002.65	£102.65
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	£37,213.10	-£6,686.90
Total Income		£275,788.00	£267,186.72	-£8,601.28
EXPENDITURE				
Finance And General Purposes Committee				
2000	Salaries	£79,242.00	£59,226.74	£20,015.26
2010	Employers Pension Contributions	£17,300.00	£12,791.17	£4,508.83
2020	Employers NIC	£10,080.00	£7,595.32	£2,484.68
2030	Expenses			
/1	Office staff	£400.00	£420.90	-£20.90
/3	Councillors Travel	£200.00	£0.00	£200.00
/4	Chairman's Allowance	£75.00	£16.50	£58.50
	Total	£675.00	£437.40	£237.60

2040	Training			
/1	Clerk/Staff	£600.00	£308.50	£291.50
/2	Councillors	£1,000.00	£80.00	£920.00
	Total	£1,600.00	£388.50	£1,211.50
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	£1,274.83	£725.17
/3	Phone Charges	£700.00	£372.67	£327.33
/4	Broadband Charges	£400.00	£323.19	£76.81
/5	Stationery	£350.00	£808.99	-£458.99
/6	Photocopier	£1,800.00	£1,160.76	£639.24
/7	Maintenance inc refuse collection	£500.00	£377.12	£122.88
/9	Water Charges	£200.00	£146.21	£53.79
	Total	£5,950.00	£4,463.77	£1,486.23
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£3,500.00	£1,492.30	£2,007.70
/2	IT Capital Expenditure	£2,500.00	£1,960.00	£540.00
/3	Website Costs	£350.00	£307.50	£42.50
	Total	£6,350.00	£3,759.80	£2,590.20
2070	Insurance	£6,000.00	£5,648.33	£351.67
2080	Petty Cash			
/1	Postage	£100.00	£23.98	£76.02
/2	Other	£100.00	£2.50	£97.50
	Total	£200.00	£26.48	£173.52
2090	Professional Fees			
/1	Audit Fees	£1,500.00	£1,567.50	-£67.50
/2	Legal Fees	£500.00	£0.00	£500.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,000.00	£1,567.50	£432.50
	Subscriptions			
/1	DAPTC	£1,731.00	£1,730.57	£0.43
/2	SLCC	£370.00	£360.00	£10.00
/3	Others	£850.00	£1,306.49	-£456.49
	Total	£2,951.00	£3,397.06	-£446.06
2110	Purchase of dog waste bags	£250.00	£124.40	£125.60
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,078.64	£921.36
2120	Grants			
/1/2	General Grants	£7,500.00	£5,714.00	£1,786.00
/3	CAB (section 142)	£1,000.00	£2,200.00	-£1,200.00
	Total	£8,500.00	£7,914.00	£586.00
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£250.00	£716.96	-£466.96
2150	Advertising and Publicity	£600.00	£5.90	£594.10
2180	Remembrance Day costs	£800.00	£500.00	£300.00
2190	Youth Club Funding	£20,000.00	£20,000.00	£0.00
2195	Service Devolution	£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	£38.90	-£38.90

Total Finance And General Purposes

		£172,188.00	£137,015.30	£35,172.70
Environment Committee				
3010	Fryer Field Maintenance			
/1	General	£4,500.00	£3,867.77	£632.23
/4	Contractor fees	£10,000.00	£6,140.40	£3,859.60
	Total	£14,500.00	£10,008.17	£4,491.83
3020	Pavilion Running costs			
/1	Electricity	£1,500.00	£1,034.95	£465.05
/2	Water/sewage charges	£800.00	£477.56	£322.44
/3	Maintenance	£5,400.00	£2,159.24	£3,240.76
/4	Legionella Testing	£1,500.00	£886.48	£613.52
/5	Phone/Broadband	£550.00	£298.34	£251.66
	Total	£9,750.00	£4,856.57	£4,893.43
3030	Multi Use Games Area			
/2	General Maintenance	£4,000.00	£677.00	£3,323.00
/3	Electricity	£500.00	£331.82	£168.18
/5	Fund for additional MUGA	£10,000.00	£0.00	
	Total	£14,500.00	£1,008.82	£3,491.18
3040	Fencing	£2,000.00	£960.00	£1,040.00
3050	Fryer Field Play Area			
/1	Maintenance	£250.00	£1,380.19	-£1,130.19
/2	Safety Inspections	£450.00	£450.00	£0.00
	Total	£700.00	£1,830.19	-£1,130.19
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	£2,374.07	-£874.07
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£161.67	£188.33
/7	Refuse Collection	£850.00	£691.47	£158.53
/8	Contractor fees	£7,100.00	£4,612.04	£2,487.96
	Total	£10,100.00	£7,839.25	£2,260.75
3120	Memorial Inspections	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£250.00	£30.14	£219.86
3150	Allotments	£750.00	£1,134.27	-£384.27
3160	Tree Maintenance	£3,000.00	£480.00	£2,520.00
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	£72.95	£527.05
4025	Speed Watch & SID	£500.00	£21.39	£478.61
4030	General	£200.00	£0.00	£200.00
4040	Christmas	£7,500.00	£425.71	£7,074.29
4070	Lengthsman	£1,800.00	£262.50	£1,537.50
4075	Public Toilets			
/1	Cleaning	£15,000.00	£8,978.56	£6,021.44
/2	Maintenance	£5,000.00	£1,394.30	£3,605.70
/3	Water/sewage charges	£3,000.00	£409.82	£2,590.18
/4	Electricity costs	£1,000.00	£476.33	£523.67
	Total	£24,000.00	£11,259.01	£12,740.99
4076	Car Park costs	£150.00	£2,853.00	-£2,703.00 ⁸
4090	Dog Bins	£650.00	£471.12	£178.88
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	£6,561.75	-£1,561.75 ⁹
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	£51,747.60	£41,852.40
Monies for various earmarked funds				
Total Expenditure		£275,788.00	£188,762.90	£77,025.10

- 1 New office safe
- 2 Breakthrough Communications subscription
- 3 CAB grant, agreed overspend by committee minute no 25/220
- 4 New PA Speaker as approved minute no 25/233
- 5 Repairs to play surface
- 6 New cemetery noticeboards as approved minute no 25/095
- 7 Water charges and Pest control
- 8 Car park re-lining costs as approved minute no 24/258 and pot hole repairs
- 9 Overspend covered by income heading 1100/5

Payment made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 30.01	£4,839.09	09.01.25	Staff Salaries - Month 10

Payment list dated 22.01.26			
Payment method	Invoice amount	Invoice date	Details
EB 30.01	£34.79	09.12.25	Source for Business - Water charges - Public toilets - 03.11.25 to 06.12.25
EB 30.01	£21.87	05.01.26	Source for Business - Water charges - Public toilets - 07.12.25 to 04.01.26
EB 30.01	£1,436.40	31.12.25	Verwood Cleaning Services - Pavilion and Public toilet cleaning Nov/Dec
EB 30.01	£1,590.41	02.01.26	Terrafirma - Grounds maintenance - December
EB 30.01	£560.71	05.01.26	Dorset Council - Waste charges for cemetery, Fryer field and council office from 29.12.25 to 29.03.26
EB 30.01	£4,076.40	11.11.25	Huck Nets - Replacement nets and hammock for Play equipment at Fryer Field
EB 30.01	£144.00	08.01.26	SLCC - Clerks Training
EB 30.01	£50.00	30.12.25	Cole Management Services - Office window cleaning and bus shelter
EB 30.01	£1,975.49	09.01.26	HMRC - Tax and NI - Month 10
EB 30.01	£1,830.66	09.01.26	Dorset Pension Fund - Pension contributions - Month 10
EB 30.01	£149.95	15.01.26	Gallagher - Tractor Insurance
TOTAL	£11,870.68		

Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 25.12	£140.35	01.12.25	1st Connect - Phone and broadband charges for office and pavilion
DD 19.01	£48.82	05.01.26	British Gas - Electricity charges - Floodlights - 04.12.25 to 02.01.26
DD 20.01	£117.95	06.01.26	British Gas - Electricity charges - Pavilion - 05.12.25 to 04.01.26
DD 18.01	£8.50	10.12.25	Lloyds Bank - Service charge - 10.11.25 to 09.12.25
DD 09.01	£12.00	09.01.26	Sage - Payroll software
DD 27.01	£37.06	13.01.26	British Gas - Electricity charges - Public toilets - 11.12.25 to 10.01.26
DD 25.01	£124.78	01.01.26	1st Connect - Phone and broadband charges for office and pavilion
DC 17.12	£16.50	17.12.25	Tesco - refreshments for Council meeting
DC 05.01	£9.25	05.01.26	Amazon - Rechargeable batteries for office phones
DC 07.01	£24.98	07.01.25	Amazon - Commercial soap dispenser for ladies' public toilets
DC 15.01	£17.99	15.01.26	Screwfix - Key safe for pavilion
DC 15.01	£10.49	15.01.26	Screwfix - Drain cleaner for urinals
Total	£568.67		

FINANCE AND GENERAL PURPOSE BUDGET 2026/27

Code	Source	Budget 2026/2027
INCOME		
1010	Interest - Deposit account	2000.00
1011	Interest - CCLA PS Deposit Acc	1000.00
1025	Dividend - CCLA Property Fund	5000.00
1030	General	0.00
1035	CIL Receipts	0.00
1040	Sales - Dog Waste bags	340.00
1045	Sales - Kitchen Caddy Bags	2500.00
1050	Insurance Claims	0.00
1070	Grants	0.00
1080	Youth Club - Rent and water charges	200.00
1090	4a Park Way - Rent and insurance	300.00
	Total	11340.00
EXPENDITURE		
2000	Salaries	
2000/1	Staff Salaries	81942.00
	Overtime fund	600.00
Total		82542.00
2010	Employers Pension contribution	17300.00
2020	Employers NI	10100.00
2030	Expenses	
2030/1	Office staff Expenses	500.00
2030/3	Councillors Travel expenses	200.00
2030/4	Chairman's allowance	75.00
Total		775.00
2040	Training	
2040/1	Clerk/Staff	600.00
2200/2	Councillors	750.00
Total		1350.00
2045	Health and Safety	100.00
2050	Office & Admin costs	
2050/1	Non Domestic Rates	0.00
2050/2	Electricity	2500.00
2050/3	Phone Charges	700.00
2050/4	Broadband charges	400.00
2050/5	Stationery/Office furniture	350.00
2050/6	Photocopy charges	1800.00
2050/7	Maintenance Inc. waste collection	500.00
2050/9	Water Charges	200.00
Total		6450.00
2055	Loan Repayments	6940.00
2060	IT Costs	
2060/1	IT Support	3500.00
2060/2	IT Capital	1000.00

2060/3	Website costs	15000.00
Total		19500.00
2070	Insurance	6000.00
2080	Petty cash	
2080/1	Postage	100.00
2080/2	Other	100.00
Total		200.00
2090	Professional Fees	
2090/1	Audit	2000.00
2090/2	Legal Fees	3500.00
2090/3	Payroll and other	0.00
Total		5500.00
2100	Subscription costs	
2100/1	DAPTC	1800.00
2100/2	SLCC	380.00
2100/3	ICO/ICCM	1400.00
Total		3580.00
2110	Purchase - Dog Waste bags	250.00
2115	Purchase - Kitchen Caddy Bags	2000.00
2120	Grants	
2120/1/2	Grants under LGA Section 137	7500.00
2120/2	CAB - LGA Section 142	1500.00
Total		9000.00
2130	Election Expenses	0.00
2140	General & Contingency	250.00
2150	Advertising and Publicity	600.00
2180	Remembrance Day Costs	800.00
2190	Youth Club Funding	20000.00
2195	Service Devolution Budget	0.00
2198	Community Celebrations	1000.00
4097	Community Events (Westival)	6000.00
	Total	200237.00

ENVIRONMENT BUDGET 2026/27

Code	Source	BUDGET
		2026/27
<u>INCOME</u>		
1100	Playing Field Fees	
1100/1	Football	4000.00
1100/3	Multi-Purpose	12000.00
1100/4	Other	2000.00
Total		18000.00
1110	Cemetery Fees	
1110/1	Memorial	5000.00
1110/2	Interment	12000.00
1110/3	Purchase Graves	6000.00
Total		23000.00
1115	Allotment Rent	2000.00
1125	Memorial Benches and Plaques	0.00
TOTAL BUDGETED INCOME		43000.00

EXPENDITURE

3010	Fryer Field Maintenance	
3010/1	General	3000.00
3010/4	Contractor fees	10000.00
Total		13000.00
3020	Pavilion Running Costs	
3020/1	Electricity	1500.00
3020/2	Water/Sewage	800.00
3020/3	Maintenance	6500.00
3020/4	Legionella Testing	1500.00
3020/6	Phone/Broadband	550.00
Total		10850.00
3030	Multi Purpose Play Area	
3030/2	General Maintenance	4000.00
3030/3	Electricity	700.00
3030/5	Fund for additional MUGA	10000.00
Total		14700.00
3040	Fencing	2000.00
3050	Fryer Field Play area	
3050/1	Maintenance	500.00
3050/3	Safety Inspections	500.00
Total		1000.00
3060	Oakhurst Play area Maintenance	
3060/1	Maintenance	500.00
3060/3	Safety Inspections	500.00
Total		1000.00
3070	Skate park Maintenance	400.00
3080	Play Equipment	5000.00
3100	Cemetery Costs	
3100/1	Non Domestic Rates	1000.00
3100/2	Water Charges	50.00

3100/3	Buy Back of Cemetery Plots	0.00
Total		1050.00
Rates and water charges for the cemetery		
3110	Cemetery Maintenance	
3110/1	General	1500.00
3110/2	Fencing	300.00
3110/3	Gravel	350.00
3110/7	Refuse collection service	950.00
3110/8	Contractor Fees	7400.00
Total		10500.00
3120	Memorial Inspections	0.00
3140	Petwyn Maintenance/improvements	400.00
3145	Open Green Space Management	2000.00
3150	Allotments	1200.00
3160	Tree Maintenance	3000.00
3170	Climate Emergency	500.00
4000	Public seats	
4000/1	Maintenance	1000.00
4000/2	Purchase	0.00
Total		1000.00
4010	Bus Shelters	
4010/1	Maintenance	500.00
4010/2	Purchase	0.00
Total		500.00
4020	Street Furniture (Inc. Dog Bins)	
4020/1	Maintenance	600.00
4020/2	Purchase	0.00
Total		600.00
4025	Speed Watch and Speed Indicator Device	500.00
4030	General	200.00
4040	Christmas decorations	7500.00
4070	Lengthsman	1800.00
4075	Public Toilets	24000.00
4076	Car Park costs	2000.00
4090	Dogs	650.00
4095	CCTV	
4095/1	Purchase/Installation	0.00
4095/2	Maintenance	200.00
Total		200.00
4099	Keep Britain Tidy Events	500.00
TOTAL BUDGETED EXPENDITURE FOR ENVIRONMENT COMMITTEE		106050.00

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. West Moors Westival: Organisation for this event has begun.
2. Volunteers Afternoon Tea: The hall at Pinehurst Community Church has been booked for this event on Tuesday 2nd June to coincide with National Volunteer Week.
3. Preparations are in place for the Annual Town Assembly on the 16th April, with a speaker already booked.
4. An account has been set up to take online payments through Gov.UK PAY, it is hoped that this will be used to take payments through the Town Council website in the future.

AGENDA ITEM 8 – Accounts for Payment

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

AGENDA ITEM 9 – BUDGET and PRECEPT

The committee budgets and precept have been reviewed by the Finance and General-Purpose committee. The committee made 2 changes to the draft budget increasing the overall draft by £1400

The budgets are attached separately to the agenda.

Current proposal:

Proposed Precept request £248,947

Cost per Band D household £79.67, which is £1.53 per week.

This is an increase of £8.64 on last year's Band D cost

The budgets and precept are presented to the Council for approval.

AGENDA ITEM 10 – Asset Transfers

Weavers Close Transfer: This has now been advertised by Dorset Council and to date no objections have been received.

Waiting for the legal team to draft the transfer paperwork, so it can be sent on to our solicitor.

The Spinney: This has now been advertised by Dorset Council and to date no objections have been received.

Waiting for the legal team to draft the transfer paperwork, so it can be sent on to our solicitor.

Fryer Field: A report from Tozers Solicitors is attached explaining the reasons for not being able to take on the land at Fryer Field due to a legal charge.

This information was sent to Dorset Council who responded by writing '*regarding Fryers Field, I think you will have to approach the covenant holder (through your solicitor in first instance)*'

After discussion with the Town Council's solicitor, it was agreed that we draft a letter to the beneficiaries of the Fryer Estate to ask them to consider removing the legal charge. Research was carried out to ensure the beneficiaries of the estate were contactable, letter drafted, checked by the solicitor and has been sent. We have asked the beneficiaries to reply by the end of February.

In the meantime, we have spoken to Dorset Council asset transfer team and informed them of the actions we have taken.

The Clerk and the asset team discussed the possibility of maybe going ahead with the transfer of land behind Brook View independently as this portion of land is not covered by the legal charge. We made a joint decision to wait until the end of February before pursuing this.

AGENDA ITEM 11 – Fun Run Update

A separate report is attached with an update of the fun run planning.

Members are asked to review the report and consider the questions at the end of the report.

AGENDA ITEM 12 – Information from Members

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.