

# WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL  
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Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 26<sup>th</sup> MARCH 2026** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

*J Weedon*

Judi Weedon  
Clerk

19<sup>th</sup> March 2026

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	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	

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## 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> February 2026 \(pages 3437-3441\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
  - a) [Environment committee](#) 12.03.26 (pages 3442-3443)
  - b) [Finance and General-Purpose committee](#) 19.03.26 (pages 3444-3447)  
**Recommendations: 25/330a, 25/330b**
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Approve Creation of New Website](#)
10. [To Discuss Saturday Opening of Council Office](#)
11. [To Discuss the Statement of Reasonable Expectations](#)
12. [To Receive Update on Fun Run plans](#)
13. [To Receive update on West Moors Westival plans](#)
14. [To Receive Information from Members](#)
15. [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.*

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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 26.02.26

3437

### WEST MOORS TOWN COUNCIL

MINUTES of the TOWN COUNCIL MEETING held on Thursday 26<sup>th</sup> February 2026 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 D Shortell
Cllr J Staig	Cllr C Way	Cllr K Wilkes
Cllr Mrs P Yeo		

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

**APOLOGIES:**

Cllr M Hawkes  
Dorset Councillor A Skeats  
(reasons for apologies were noted)

**25/300 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**25/301 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**

None

**25/302 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 29<sup>th</sup> January 2026**

Having been circulated, the minutes on pages 3431-3433 were agreed, adopted and signed.

**25/303 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES**

- a. **The Report of the Planning Consultative Committee** held on the 5<sup>th</sup> February 2026, pages 3434-3436 as circulated, was confirmed, adopted and signed.

**25/304 DORSET COUNCILLOR REPORT**

Members received a written report from Dorset Councillor Shortell on the progress of the pedestrian crossing for Station Road.

Cllr Salt asked who decides if the speed camera on Station Road is removed, stays or moves.

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

**25/305 TO RECEIVE TOWN CLERKS REPORT**

1. **Asset Transfers:** Written confirmation has been received that the beneficiaries of the Fryer Estate are content with the legal charge on the land to be removed. The Clerk is working with the town council solicitor and Dorset Council asset transfer team to try and move this transfer forward.
2. The Council office has received various complaints about the flooding in Station Road, we are in contact with the highways team, who have informed us that they will be carrying out works in the area to try and make the situation better, it will not eliminate the flooding but should help to dissipate it quicker. Bournemouth Water were at the site last week due to a water leak.
3. Complaint received from a resident in Elmhurst Road, with their gate being damaged by someone when visiting the plantation. They asked if the large pothole at the entrance to the plantation to be filled so people could use that area to turn their vehicles in. This request has been sent to the forestry commission.

4. The Clerk has passed the SLCC qualification, Principles of Internal Auditing Local Councils (PIALC).
5. EV Chargers – On the 25.02.26 it was discovered that the EV charger cables had been cut and stolen. This was reported to the police, Mer and Dorset Council.

**25/306 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 3440 of these minutes. (Cllr's Yeo and Wilkes to authorise the electronic payments)**

*Voting: unanimous*

Members asked if the electricity business account would be getting the reduction on fuel costs announced by the government. Clerk to check.

**25/307 CHANGES TO ANNUAL GOVERNANCE AND ACCOUNTING STATEMENT (AGAR)**

Members were informed about the changes to the Annual Governance statement for 2025/26 and the inclusion of Assertion 10, Digital and Data compliance.

Members received a report detailing what was required to warrant a positive response to assertion 10.

Members received a copy of the Data Audit, and an updated Publication Scheme highlighting that all payments over £100 are now published on the Town Council website. It was noted that the Town Council complies with all parts of this assertion. It was further noted that the council would be procuring a new council website to ensure that compliance to the accessibility regulations are adhered to.

**25/308 ASSET MANAGEMENT SOFTWARE**

Members received a business case for the purchase of asset management software called Civic.ly.

After debate it was

**RESOLVED that the Town Council subscribe to Civic.ly asset management software at a cost of £115 per month.**

*Voting: unanimous*

**25/309 MOBILE PHONE SIGNAL**

Members discussed the poor mobile phone reception within West Moors and an email from the Dorset Council digital Dorset team regarding this matter.

Members agreed that the reception was lacking but felt that nothing could be done to encourage operators to improve the signal.

**25/310 MEETING SCHEDULE FOR 2026/27**

Members having received a draft meeting schedule from May 2026 to June 2027

**RESOLVED that the meeting schedule for 2026/27 be approved as shown on page 3441 of these minutes.**

*Voting: unanimous*

**25/311 FUN RUN PLANS**

Members received an update on the progress of the fun run. It was noted that Moors Manor Care Home was sponsoring the event and their logo would be on all the publicity.

**25/312 WESTIVAL UPDATE**

Members received an update on Westival planning, with information about the activities and entertainment already booked for the event.

It was noted that the car show element had been renamed Motors & More.

Members were informed of the list of current sponsors of the event.

**25/313 INFORMATION FROM MEMBERS**

Cllr Randall: confirmed that the council could use Julias Farm for car parking for both Westival and the Fun run and would send an email with the details.

Cllr Wilkes: requested that Saturday opening of the council office is reviewed.

Cllr Staig: reported on continued dog mess around Pinehurst Road/Woolslope Road. It was noted that the clerk and assistant has visited the area and spayed blue around mess to highlight it.

Cllr Mrs Holmes: reported that she had spoken to Cllr Hawkes

**25/314 CORRESPONDENCE**

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

The Chair declared the meeting closed at 20:27 hrs.

The next meeting of the Town Council will be held on 26<sup>th</sup> March 2026 at 19:30hrs.

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

<b>Payment made in between meetings</b>			
Payment method	Invoice amount	Invoice date	Details
EB 27.02	£4,826.29	12.02.26	Staff Salaries - Month 11
<b>Payment list dated 26.02.26</b>			
Payment method	Invoice amount	Invoice date	Details
EB 27.02	£270.00	09.01.26	Terrafirma - SID maintenance and relocation Aug to Jan
EB 27.02	£1,590.40	01.02.26	Terrafirma - Grounds maintenance - Jan
EB 27.02	£14,754.94	04.02.26	Light Angels - Festive Lighting for 2025
EB 27.02	£60.00	06.02.26	DAPTC - Clerks Conference
EB 27.02	£74.64	05.02.26	Ecohound - Dog Waste bags
EB 27.02	£37.20	12.02.26	South West Hygiene - Sanitary waste disposal - pavilion
EB 27.02	£118.99	12.02.26	South West Hygiene - Sanitary waste disposal - public toilets
EB 27.02	£132.97	10.02.26	Aquacare - Water hygiene testing - Feb
EB 27.02	£1,975.29	12.02.26	HMRC - Tax and NI - Month 11
EB 27.02	£1,830.66	12.02.26	Dorset Council - Pension Contributions - Month 11
EB 27.02	£30.19	05.02.26	Source for Business - Water charges - Public toilets
EB 27.02	£341.82	13.02.26	Play Inspection Company - Annual Play Inspections
EB 27.02	£1,476.00	16.02.26	Verwood Cleaning Services - Public toilet and pavilion cleaning Jan/Feb
EB 27.02	£250.00	18.02.26	Audio All Stars - Deposit for Band (Westival)
EB 27.02	£63.60	24.02.26	Classic Fire - Fire extinguisher annual checks in Pavilion
EB 27.02	£249.60	24.02.26	Classic Fire - Fire extinguisher annual checks in Office - two replacement extinguishers (Water and CO <sup>2</sup> )
EB 27.02	£27.78	16.02.26	Source for Business - Water charges - Cemetery
<b>TOTAL</b>	<b>£23,284.08</b>		
<b>Direct Debits and Debit Card payments</b>			
Payment method	Invoice amount	Invoice date	Details
DC 03.02	£1.50	03.02.2026	Post Office - Charge for sender not paying correct postage
DC 04.02	£16.34	04.02.26	Amazon - Velcro dots
DC 23.02	£5.95	23.02.26	Amazon - Dehumidifiers for Defib cabinet
DD 17.02	£91.64	03.02.26	British Gas - Electricity charges - Floodlights - 03.01.26 to 03.02.26
DD 17.02	£13.20	12.01.26	Lloyds Bank - Bank charges 10.12.25 to 09.01.26
DD 20.02	£144.16	06.02.26	British Gas - Electricity charges - Pavilion - 05.01.26 to 04.02.26
DD 09.02	£12.00	09.02.26	Sage - Payroll software
DD 09.10.	£64.43	02.02.26	Source for Business - Water charges - Council Office
DD 26.02	£39.99	12.02.26	British Gas - Electricity charges - Public toilets
DD 25.02	£140.77	25.02.26	1st Connect - Phone and broadband
DD 22.02	£19.83	22.02.26	Mailchimp - subscription
DD 18.03	£420.00	17.02.26	BNP Paribas - Photocopier lease
<b>Total</b>	<b>£969.81</b>		

<b>May 2026</b>		<b>December 2026</b>	
7	no meeting	3	no meeting
14	<b>Annual Town Council Meeting</b>	10	<b>Planning Consultative</b>
21	<b>Planning Consultative/Environment</b>	17	<b>Council</b>
28	<b>Finance</b>	24	no meeting
		31	no meeting
<b>June 2026</b>		<b>January 2027</b>	
4	no meeting	7	<b>Planning Consultative</b>
11	no meeting	14	<b>Environment</b>
18	<b>Planning Consultative/Environment</b>	21	<b>Finance</b>
25	<b>Council</b>	28	<b>Council</b>
<b>July 2026</b>		<b>February 2027</b>	
2	no meeting	4	<b>Planning Consultative</b>
9	<b>Planning Consultative/ Finance</b>	11	no meeting
16	<b>Environment</b>	18	no meeting
23	no meeting	25	<b>Council</b>
30	<b>Council</b>		
<b>August 2026</b>		<b>March 2027</b>	
6	<b>Planning Consultative</b>	4	<b>Planning Consultative</b>
13	no meeting	11	<b>Environment</b>
20	no meeting	18	<b>Finance</b>
27	<b>Council</b>	25	<b>Council</b>
<b>September 2026</b>		<b>April 2027</b>	
3	<b>Planning Consultative/Environment</b>	1	<b>Planning Consultative</b>
10	no meeting	8	no meeting
17	<b>Finance</b>	15	<b>Town Meeting (Annual Assembly)</b>
24	<b>Council</b>	22	<b>Planning Consultative</b>
		29	<b>Council</b>
<b>October 2026</b>		<b>May 2027</b>	
1	<b>Planning Consultative</b>	6	no meeting
8	no meeting	13	<b>Annual Town Council Meeting</b>
15	<b>Informal Budget meeting</b>	20	<b>Planning Consultative/Environment</b>
22	<b>Planning Consultative</b>	27	<b>Finance</b>
29	<b>Council</b>		
<b>November 2026</b>		<b>June 2027</b>	
5	<b>Environment</b>	3	no meeting
12	<b>Planning Consultative/ Finance</b>	10	no meeting
19	<b>Informal Budget meeting if required</b>	17	<b>Planning Consultative/Environment</b>
26	<b>Council</b>	24	<b>Council</b>

## AGENDA ITEM 5a – APPROVE ENVIRONMENT COMMITTEE MINUTES 12.03.26

3442

### WEST MOORS TOWN COUNCIL

MINUTES of the ENVIRONMENT COMMITTEE held on  
THURSDAY 12<sup>th</sup> MARCH 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 Mrs P Yeo  
Cllr T Salt Cllr D Shortell

**OTHERS PRESENT:** Nadine Hancock, Assistant to the Town Clerk

**APOLOGIES:** Cllr M Hawkes Cllr J Staig Cllr J Randall

(Reasons for apologies were noted)

**25/315 DECLARATIONS OF INTEREST/DISPENSATIONS**  
None

**25/316 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**25/317 TO RECEIVE THE CLERK'S REPORT**

- a) Petwyn – The new benches have been installed.
- b) Pavilion - The patio door has now been repaired.
- c) The replacement floodlights have now been installed and are working well, they are being checked on a weekly basis.
- d) Tennis Courts – A tennis coach used the courts for a few weeks, but found the surface was not of an acceptable standard. Members commented this was a shame, and suggested officers seek quotes for resurfacing.
- e) Allotments – The waiting list will no longer be accepting people who live outside the boundaries of West Moors.
- f) Annual Play Inspection reports were received in early February, all defects were classified as low or very low risk. A copy of the reports are available in the council office.
- g) Benches at Skatepark – A quote for refurbishment of two benches has been requested.
- h) Skatepark – Canvas have been contacted to come and repair cracks that have appeared in the skatepark.
- i) EV Charges in Park Way car park – on 25.02.26 it was discovered that the cables from the charger had been cut off and stolen. This was reported to Dorset Police, Dorset Council and MER.
- j) Dorset Council are advertising a statutory notice about a new pedestrian crossing in Station Road near the Memorial Hall. Cllr Shortell confirmed the proposal was progressing well.

A further discussion took place regarding the poor state of the speed camera on Station Road. Cllr Burke offered to contact Dorset Police about restoring it.

**25/318 BIODIVERSITY STUDY**

Members received proposals from Green Council Solutions and Dorset Wildlife Trust for carrying out biodiversity audits in West Moors. Members reviewed each of the proposals and Cllr Holmes presented funding criteria for a Habitat and Biodiversity Grant from Veolia as an alternative option. Cllr Holmes suggested the Council didn't yet have a concrete plan in place, and perhaps a working party could be formed to explore options. A further discussion took place on options for the cemetery specifically. Cllr Burke pointed out that the Council was due to gain further assets from Dorset Council, and it could be worth waiting until those were transferred. It was therefore

**RECOMMENDED that the Council postpone the biodiversity audit and revisit it when more land has been acquired.**

*Voting: unanimous*

**25/319 PLAY AREA CLEANING**

Members received two quotes for the cleaning of the play service at Oakhurst play area. Members expressed concern over the expense and suggested the ongoing ownership of the play area be discussed further in a future meeting. After discussion it was

**RESOLVED that a local company be hired to clean the play surface of Oakhurst play area at a cost of £425.**

*Voting: unanimous*

**25/320 CEMETERY MATTERS**

Members received statistics on cemetery usage for 2025.

**25/321 UPDATE: PUBLIC TOILETS**

Members received a brief report on repairs carried out to the facility, including new pipework for the urinals and new flush systems for 2 toilets.

**25/322 UPDATE: ALLOTMENTS**

It was noted that the Clerk has spoken with the Chair of the Allotment Holders Association in regard to plot owners making sure their plot is defined in some way. The Chair sent an email out to plot holders and will bring the matter up at their next committee meeting.

The Chair of the AHA is trying to get the water tanks cleaned out before the water is turned back on, on the 1<sup>st</sup> April.

It was noted that the council will no longer accept people on the allotment waiting list from outside of West Moors boundary.

**25/323 CORRESPONDENCE**

Allotment & Leisure Gardener – Issue 1 2026

The Chairman declared the meeting closed at 19:57hrs

The next meeting of the Environment Committee is scheduled for 21<sup>st</sup> May 2026 at 19:30hrs

SIGNED ..... DATE .....

Chair of Environment Committee

## AGENDA ITEM 5b – APPROVE FINANCE AND GP COMMITTEE MINUTES 19.03.26

3444

### WEST MOORS TOWN COUNCIL

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 19<sup>th</sup> MARCH 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 Mrs P Yeo

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

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

**25/324 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**25/325 DECLARATIONS OF INTEREST/DISPENSATIONS**  
None

**25/326 TO RECEIVE THE CLERK'S REPORT**

1. The internal auditor is due to visit on the 22<sup>nd</sup> April 2026.
2. All budget and precept information has been published on the Town Council website.
3. It was noted that a couple of comments had been received about the precept increase.

**25/327 TO RECEIVE FINANCIAL INFORMATION**

- a) Members received bank reconciliations up to 28<sup>th</sup> February 2026, as attached on page 3446 of the minutes.
- b) Internal Controls: Members received income reports for January and February. Bank statements and petty cash up to 28<sup>th</sup> February have been inspected and checked by the Chair, Cllr C Way.
- c) CCLA Information was noted.

**25/328 ACCOUNTS FOR PAYMENT**  
It was  
**RESOLVED that the accounts for payment be approved as attached on page 3447 of the minutes. Cllr's Senior and Yeo to authorise the electronic payments.**  
*Voting: Unanimous*

**25/329 GRANT APPLICATIONS:**

- a) **Men's Shed West Moors**  
Members reconsidered an application from the Men's Shed after receiving additional information requested at the meeting held on the 22<sup>nd</sup> January. After discussion members wished to defer any decision on the amount of funding to award until after the organisation had its charitable status in place and a sound appropriate financial plan.

**25/330 POLICIES AND PROCEDURES**

**a) Community Engagement Policy**

Members reviewed the Community Engagement Policy and after a few minor amendments it was

**RECOMMENDED that the Community Engagement Strategy be accepted with the proposed changes.**

*Voting: Unanimous*

**b) Complaints Procedure**

Members reviewed the Complaints Procedure and after a few minor amendments it was

**RECOMMENDED that the Complaints Procedure be accepted with the proposed minor changes.**

*Voting: unanimous*

**25/331 CORRESPONDENCE**

None

**25/332 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 20:07hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 28<sup>th</sup> May 2026 at 19.30hrs

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

**West Moors Town Council****Bank reconciliation as at 28.02.2026**

Amount in bank as at 31/01/26	£298,004.29
Income during February	£5,913.33
Expenditure during February	£28,255.40
Amount in bank as at 28/02/26	£275,662.22

**Bank Reconciliation as at 28/02/2026**

Current	£3,611.42
Deposit	£247,019.98
CCLA PSDA	£25,000.00
Petty cash	£30.82
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	£275,662.22
Less outstanding payments	£0.00
Plus unrepresented receipts	£0.00
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Total amount held in accounts	£275,662.22

**Long Term Investment:**

CCLA Property Fund	£122,360.36
(Nominal value at 28.02.26)	

**Outstanding Loan Amount**

Public Works Loan	(£31,648.16)
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<b>Payment made in between meetings</b>			
Payment method	Invoice amount	Invoice date	Details
EB 27.03	£5,191.75	09.03.26	Staff Salaries - Month 12
<b>Payment list dated 26.03.26</b>			
Payment method	Invoice amount	Invoice date	Details
EB 20.03	£3,889.20	27.02.26	David Ogilvie engineering - Benches for Petwyn
EB 20.03	£50.00	24.02.26	Cole Management Services - Window Cleaning and bus stop cleaning
EB 20.03	£120.00	02.03.26	Pristine Clean Exteriors - Council office gutter cleaning
EB 20.03	£46.31	01.03.26	XCS - Photocopier charges
EB 20.03	£72.00	01.03.26	Vision ICT - 3 hosted email accounts form May 2026 to April 2027
EB 20.03	£78.00	01.03.26	Vision ICT - biennial fee for domain name - May 2026 to April 2028
EB 20.03	£52.09	26.02.26	Source for Business - Water charges - Petwyn - 21.08.25 to 24.02.26
EB 20.03	£1,590.40	28.02.26	Terraforma - Grounds Maintenance - Feb
EB 30.03	£2,008.89	09.03.26	HMRC - Tax and Ni - Month 12
EB 30.03	£1,830.66	09.03.26	Dorset Council - Pension Contributions - Month 12
EB 20.03	£283.20	09.03.26	Ashley Press - Feather Flags for Fun Run
EB 20.03	£647.18	06.03.26	Peter Ridley Waste - Food waste bags
EB 20.03	£479.88	18.06.26	IMS Group - Delivery of Westival programmes in 2025 (invoice never received in 2025)
EB 20.03	£45.60	06.03.26	Source for Business - Water charges - Park Way Toilets - 05.02.26 to 05.03.26
EB 20.03	£741.72	16.03.26	SCD Plumbing - repairs to Park Way Toilets
EB 20.03	£1,667.40	18.03.26	Verwood Cleaning services - Cleaning Park Way toilets and pavilion - Feb and March
<b>TOTAL</b>	<b>£13,602.53</b>		
<b>Direct Debits and Debit Card payments</b>			
Payment method	Invoice amount	Invoice date	Details
DD 23.03	£463.93	19.02.26	Source for Business - Water charges - Pavilion
DD 17.03	£73.58	03.03.26	British Gas - Electricity charges - floodlights - 04.02.26 to 03.03.26
DD 17.03	£10.60	11.02.26	Lloyds Bank - Bank charges - 10.01.26 to 09.02.26
DD 20.03	£102.43	06.03.26	British Gas - Electricity charges - Pavilion - 05.02.26 to 04.03.26
DD 07.03	£9.60	07.03.26	Mets - Facebook advertising for Fun Run
DD 09.03	£12.00	09.03.26	Sage - payroll software
DD 20.03	£139.30	01.03.26	1st Connect - Phone and broadband charges
DD 26.03	£34.94	12.03.26	British Gas - Electricity charges - Public toilets - 11.02.26 to 10.03.26
DC 03.03	£22.75	03.03.26	Crafty Cows - Allotment Plot Markers
DC 05.03	£198.48	05.03.26	Meadowmania - Wildflower seeds
<b>Total</b>	<b>£1,067.61</b>		

## **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. Asset Transfers: No new information available
2. Civic.ly software: An induction has been completed by office staff and the groundsman and the process of adding assets to the software has begun. Once assets have been added, Councillors will receive a demonstration of the software.

## **AGENDA ITEM 8 – Accounts for Payment**

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

## **AGENDA ITEM 9 – New Website**

Members have budgeted for the development of a new website in the new financial year. Officers approached two companies for quotes for development, one who specialises in Town and Parish Councils and the other a local generic website development company.

During the recent Clerks conference, officers had the opportunity to speak in person with Aubergine, who specialise in Town and Parish Councils. We received a demonstration on how to manage the website and keep it updated. This was a lot simpler than the current system that is used but looks more modern and professional.

The generic website development company, Juice, quoted a basic fee of £10,050, with additional costs for taking payments etc.

Aubergine's quote is £2,394. This includes the basic set up fee of £899, plus officer recommended addition of the following:

- Forms/consultations module £50 per year
- Planning portal integration £100 per year
- Brand document (updated logo ideas, fonts, pantones etc.) £595
- Online payments £500
- Tickets module £250

It is recommended the Council's emails remain hosted by the current provider.

Members are asked whether they are happy to proceed with Aubergine at the above costs.

Members are also asked to consider spending some of the allocated IT budget for 2026/27 on professional photography/videography of West Moors and Council assets that can be used on the website and elsewhere.

## **AGENDA ITEM 10 – Saturday Opening**

Members have opened the Council office on a Saturday morning between 10am and 11am since July 2007.

This was initially started so residents could talk to councillors and so that those people who worked during the week and could have the opportunity to come to the office to ask questions, purchase products etc.

In recent times there are many Saturdays when no one comes to the office on a Saturday.

The last 28 Saturday sessions has seen 19 visitors.

Members are therefore asked if they wish to continue providing this service for residents.

## **AGENDA ITEM 11 – Statement of Reasonable Expectations (SoRE)**

As members are aware the DAPTC and Town and Parish have been working with Dorset Council to set out a set of standards for partnership working.

WMTC looked at this SoRE in September 2025 and were happy with the document at that time. Since that time there have been a few minor changes to the SoRE which is attached, so members are asked to relook to ensure they are content with it.

Dorset Council's Cabinet has now approved the attached Statement of Reasonable expectations to be adopted by Dorset Council.

The DAPTC will be presenting the SoRE at their AGM scheduled for the 30<sup>th</sup> May and be asking the member councils to vote whether to adopt the SoRE.

To support your discussions on this matter the DAPTC have provided:

- an explanatory note outlining the background and purpose of the SoRE, attached
- a short video setting out why the SoRE is important for future partnership working. [VIDEO LINK](#)

Members are asked to consider any amendments/ changes they feel would benefit the SoRE and to then give the DAPTC representatives guidance on how to vote at the DAPTC AGM.

## **AGENDA ITEM 12 – Fun Run Update**

At the time of producing this agenda, we have sold 79 tickets. Our sponsor - Moors Manor Care Home - are covering running costs so this means we have raised £304 for our chosen charities so far. Registration will remain open until the end of April.

Wooden bee-shaped medals have been designed with a Moors Manor ribbon, and an order will be placed at the end of March.

100% wildflower seed mix for bee and butterflies has been purchased ready to distribute into individual packets for entrants.

2x 3.8m event flags have been designed and printed – these can be used for the Fun Run event every year ongoing.

A digital guide on how to help pollinators has been created via Mailchimp and will be emailed to those on the ticket list at the end of March.

## **AGENDA ITEM 13 – Westival Update**

We lost a couple of our usual sponsors this year and have been actively seeking another. A resident has kindly offered to contribute to ensure we are not over budget.

Parking has been confirmed at a cost of £300.

All entertainment has now been confirmed. At the time of producing this agenda, 43 stall holders and 11 food/drink vendors have booked pitches. 105 vehicles have registered for the Motors & More showcase.

A press release has been sent to local media outlets, and promotional posters and the programme are under way.

**AGENDA ITEM 14 – 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 15 – Correspondence**

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