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WEST MOORS TOWN COUNCIL

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



Dear Councillor

You are summoned to attend a meeting of the **FINANCE & GENERAL-PURPOSE COMMITTEE** being held on **THURSDAY 22nd JANUARY 2026 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

15th January 2026

Committee Membership

Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall	Cllr Mrs N Senior
Cllr D Shortell	Cllr J Staig	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 on any Matter on this Agenda
4. To Receive Clerks Report
5. To Receive Financial Information
 - a. Bank Reconciliations up to end December 2025
 - b. Internal Controls and income reports to end December 2025
 - c. Budget Comparison report up to 31.12.2025
 - d. CCLA Information
6. To Approve Accounts for Payment
7. To Consider Grant Applications
 - a. HomeStart Wessex
 - b. Mens Shed – West Moors
8. To Consider Committee budgets and make precept recommendation to Council
9. To Review Policies and Procedure
 - a. Freedom of Information Publication Scheme
 - b. Annual Investment Strategy
 - c. Volunteer Policy
10. To Receive Correspondence

11. Staff Matters:

- a. Sickness Report
- b. Overtime report
- c. Annual Leave report

AGENDA ITEM 1 – Apologies for Absence

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

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

AGENDA ITEM 2 – Questions from Members of the Public

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

AGENDA ITEM 3 – Declarations of Interests

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

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

Agenda Item 4 – Clerks Report

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.

Agenda Item 5 – Financial Information

Agenda 5a – Bank Reconciliations

Bank Statements up to 31st December 2025 have been checked by Cllr Way and should any other member wish to inspect the bank statements they can be emailed or made available at the meeting

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
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	£308,599.14
Less outstanding payments	£0.00
Plus unpresented receipts	£0.00
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Total amount held in accounts	£308,599.14

Long Term Investment:

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

Outstanding Loan Amount

Public Works Loan	(£31,648.16)
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Agenda Item 5b – Income reports

Received Income 01.11.25 to 30.11.25			
Accepted date	Gross	Organisation	Details
03.11.25	£50.00	Terra firma	Tractor Hire
04.11.25	£30.00	Friends of the Strays of Greece	Storage Hire
04.11.25	£143.00	Excalibur Stone	Cemetery Fees
04.11.25	£150.00	Longfleet FC	Sports Fees
04.11.25	£1,115.00	Grange Athletic YFC	Sports Fees
05.11.25	£164.00	Ferndown All Stars	Sports Fees
05.11.25	£5.00	Various	Bag sales
05.11.25	£143.00	Excalibur Stone	Cemetery Fees
05.11.25	£85.07	CCLA Public Sector Deposit Account	Interest
06.11.25	£637.00	West Moors Youth FC	Sports Fees
10.11.25	£597.00	West Moors FC	Sports fees
10.11.25	£188.16	Lloyds Bank	Interest
11.11.25	£1,177.00	AE Joliffe	Cemetery Fees
11.11.25	£96.00	Verwood Town FC	Sports fees
11.11.25	£54.50	Various	Bag sales
12.11.25	£21.00	Me and My Dog Academy	Fryer Field Hire fee
17.11.25	£545.00	Phoenix Marbel and Granite	Cemetery Fees
17.11.25	£76.00	HELM	Fryer Field Hire fee
17.11.25	£34.00	Wimborne FC	Sports Fees
18.11.25	£1,411.00	N O'Hara Funeral Directors	Cemetery Fees
18.11.25	£7.00	Various	Bag sales
20.11.25	£415.00	Thomas Jones Memorials	Cemetery Fees
21.11.25	£55.00	Mrs Corney	Pavilion Hire
24.11.25	£18.50	J Berry	Pavilion Hire
18.11.25	£23.50	Various	Bag sales
28.11.25	£10.00	C Yeo	Pavilion Hire
28.11.25	£164.00	Cranborne FC	Sports Fees
28.11.25	£164.00	Ferndown All Stars	Sports Fees
Total	£7,578.73		

Received Income 01.12.25 to 31.12.25			
Accepted date	Gross	Organisation	Details
01.12.25	£61.00	N O'Hara Funeral Directors	Cemetery Fees
01.12.25	£822.00	West Moors YFC	Sports Fees
01.12.25	£34.00	Generation Elite	Sports Fees
02.12.25	£21.00	Tulsa Band	Pavilion Hire
02.12.25	£41.00	Various	Bag sales
02.12.25	£81.80	CCLA Public Sector Deposit Account	Interest
03.12.25	£123.00	Longfleet Ability FC	Sports Fees
04.12.25	£30.00	Friends of the Strays ofg Greece	Storage fees
05.12.25	£987.00	Grange YFC	Sports Fees
08.12.25	£422.00	West Moors FC	Sports fees
09.12.25	£17.00	Will Payne	Sports Fees
09.12.25	£29.50	Various	Bag sales
09.12.25	£164.27	Lloyds Bank	Interest
11.12.25	£17.00	Will Payne	Sports Fees
12.12.25	£59.00	Wimborne FC	Sports Fees
12.12.25	£20.00	C Yeo	Pavilion Hire
15.12.25	£11.00	Mrs Bolt	Allotment rent
15.12.25	£32.00	Hnats and Dorset Card Club	Pavilion Hire
15.12.25	£40.00	Mrs Rai	Pavilion Hire
15.12.25	-£25.00	Wimborne FC	Key deposit refund
16.12.25	£18.00	Mr Marshall	Allotment rent
16.12.25	£232.00	Various	Bag sales
17.12.25	£16.00	Me and My Dog Acadamy	Field hire
17.12.25	£82.00	HELM	Field hire
18.12.25	£192.00	Verwood Town FC	Sports Fees
18.12.25	£18.50	J Berry	Pavilion Hire
18.12.25	£130.00	Hoare Banks	Cemetery Fees
19.12.25	£102.00	BRS Coaching Academy	Sports Fees
23.12.25	£123.00	Longfleet Ability FC	Sports Fees
23.12.25	£43.50	Various	Bag sales
23.12.25	£123.00	Ferndown All Stars	Sports Fees
23.12.25	£17.00	D Catton	Sports Fees
Total	£4,084.57		

AGENDA ITEM 5c – Budget Comparison

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

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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 ¹
/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 ²
	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 ³
	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 ⁴
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

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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			
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			
3080	Play Equipment			
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			
3140	Petwyn Maintenance/Improvements			
3150	Allotments			
3160	Tree Maintenance			
3170	Climate Emergency			
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
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
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

AGENDA ITEM 5d – CCLA Information

The Public Sector Deposit Fund is providing a yield 3.7541% at the 7th January 2026.

The Property Fund is currently remaining stable at £2.83 per unit (as of 31.12.2025).

AGENDA ITEM 6 – Accounts for Payment

List of payments to be approved at the meeting

AGENDA ITEM 7 – Grant Applications

Members are asked to consider the following applications for grant aid. There is currently only £586 is still available in the 2025/26 grant budget.

Agenda Item 7a – Home Start Wessex

Home Start Wessex grant application towards providing support for families in West Moors. They were awarded £1,800 in January 2024



West Moors Town Council Application Form for Grants and Donations

Please return completed form to: The Town Clerk, West Moors Town Council, 4 Park Way, West Moors, Ferndown, Dorset. BH22 0HL.

Closing Dates for applications are 31st August and 31st January.

Name of Organisation	Home-Start Wessex
Name and Address of Applicant	Lesley Owen Home-Start Wessex 1462 Wimborne Road Kinson Bournemouth BH10 7AS
Position in Organisation	Office Manager
Telephone number (home)	
Telephone number (work)	
Description of the project	<p>We are seeking funding to deliver emotional, practical, and social support to disadvantaged families with young children in the West Moors area. Many of these families face significant challenges, including poor mental health, post-natal depression, disability, domestic abuse, bereavement, isolation, financial difficulties, or inadequate housing.</p> <p>This grant would enable us to provide tailored support through our specially trained Home-Start volunteers, who offer regular home visits to families in need. Our aim is to help parents build confidence, strengthen their parenting and coping abilities, and improve their mental wellbeing. Through our work, we also help families reconnect with their community and access essential local services, reducing isolation and fostering resilience.</p>
Estimated total cost of the project	£3600 (cost to support 4 families for 6 months)
Amount requested from The Town Council	£1800 (cost to support 2 families for 6 months)

Why is the project important to your Club/Organisation?

Our organisation plays a vital role in supporting vulnerable families who continue to face significant challenges in the ongoing cost-of-living crisis. Many of these families are experiencing isolation, and their young children and babies are missing out on critical early development opportunities they need. These children are particularly at risk due to the complex difficulties their families are dealing with, including mental health issues, domestic abuse, and severe financial hardship.

Funding enables us to deliver targeted visits designed specifically to meet the needs of these families. As we rely heavily on fundraising to continue providing these much-needed services, support from the West Moors Town Council grant would make a meaningful difference to our ability to reach and support local families in crisis.

About your Club/Organisation

What are the objectives of your Club/organisation?

Our local community network is made up of trained volunteers and expert support, dedicated to assisting families with young children during difficult times. Our mission is to ensure every child has the best possible start in life by:

- Empowering parents to build confidence in their parenting journey
- Fostering stronger, more joyful relationships between parents and children
- Helping families connect more deeply with their local community

How many of your members are residents of the West Moors Town Council area?

Last year we supported 9 families living within the West Moors Town Council catchment

Of the total number of people who benefit from your organisation, what proportion live in the West Moors Town Council area?

At present, due to limited funding and a shortage of volunteers, we are at risk of not accepting further referrals. If granted funding, the resources will be dedicated to recruiting volunteers and providing group and 1-1 support to families residing in the West Moors Town Council area.

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

We are actively promoting our services to ensure that families in need are aware of the support available to them, while also focusing on the recruitment of new volunteers from the local community, as they play a crucial role in enabling us to provide an effective service

How will this project benefit the community of which you are part?

While support typically lasts for just six months, its long-term effects on families and the broader community are substantial.

As a result of receiving support:

- Parents and children experience increased confidence and self-esteem
- Parents become more capable of managing their own challenges as they occur
- There is a decrease in reliance on local and professional services, but when needed, families are more likely to engage constructively with these services to improve their situation

What facilities are available for the disabled in your place organisation? Our offices where staff are based, and our family groups take steps and accessible toilets.

Does your organisation include children under 16?

YES

NO

If so does your organisation have a child protection policy in place?

YES

NO

If Yes please provide a copy of the policy with your application.

If your organisation does include children under 16 but you do not have a child protection policy please contact the Town Clerk

Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

YES NO

Organisation	Amount	Pending	Granted	If refused, reason for refusal
Alice Ellen Cooper Dean CPF Trust	£10,000 £3000		Yes	
Tesco Stronger Starts	£1500	Yes		
		Yes		

What level of funding will your organisation be putting into the project?

Our small, part-time fundraising team is committed to securing the financial resources required to meet our budgeted expenditure for the financial year ending 31st March 2025. The extent of support we can offer to families in West Moors directly depends on our ability to raise sufficient funds. In addition to grant funding, we raise money through in-person and online events and actively engage with local businesses and corporate partners to support our work.

What will be the effect on your Project or Organisation if a grant is not obtained from the Town Council?

A substantial amount of funding remains to be secured in order to fulfill our budgeted expenditure; therefore, successfully obtaining a grant from the Town Council would make a significant contribution toward this goal. Should we be unable to raise adequate funds, there exists a risk of having to curtail services and decline assistance to local families requiring our support.

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

Implications previously raised

How will any additional costs be covered?

Dedicated fundraising via:

- Grant applications
- Appeal letters to trusts/foundations
- Online fundraising – Amazon Smile etc
- Local business supporters

We will soon be launching a dedicated charity shop and family hub in Christchurch, which will help boost our income and enhance sustainability

Signature of Applicant

Print Name

Date

01 December 2025

Please note that there is an expectation that recipients will agree to collect their award for the office and participate in any publicity. You may use this page if you need additional space for your answers

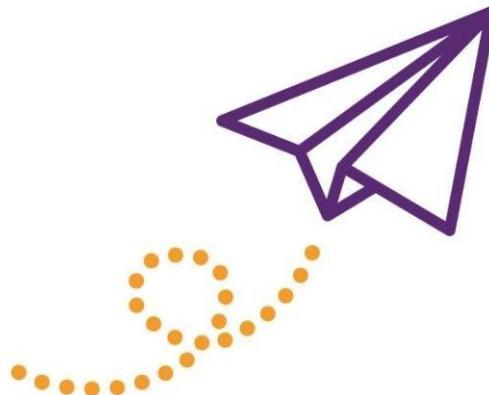
We would like to extend our sincere thanks to West Moors Town Council for their generous support through the previous grants, which has made a meaningful difference in the lives of local families.

There remains a strong and ongoing need for early years support, especially during the critical first 1,001 days from pregnancy onwards. At Home-Start, we believe that early childhood support cannot wait. Our shared goal is to create a world where every child has the best possible start in life. We are confident that our work plays a vital role in nurturing compassionate communities—where families receive the help they need at the earliest signs of struggle.

Our support is delivered within the family home, providing a confidential, personalised, and targeted service that addresses the unique needs of parents and their children.

We are proud to have a local network of trained volunteers who offer expert support to families with young children during challenging times. Our mission is to give children the best start in life by helping parents grow in confidence, strengthen their relationships with their children, and build connections within their community.

All our work is carefully monitored and evaluated, with families' locations recorded and categorised by area. Any funding received will be specifically allocated to support families residing in West Moors.



Please enclose the following with your completed application form:

- A copy of your organisation constitution
- A copy of your most recent audited accounts
- Any letters of confirmation of other grants/loans secured
- Business plan for the future operation of your Club/Organisation (if applicable)

Agenda Item 7b – Men’s Shed – West Moors

Members are aware that the Men's Shed Organisation have been looking for a location within West Moors to set up a Men's Shed.

They now have a letter of intent from the West Moors Memorial Hall to allow them to use the scrub land in the Memorial Hall car park, discussions are ongoing about the size of shed.

The organisation is in the process of applying for charitable status. They have submitted a grant application form to ask for funds to assist with the setting up of the shed.

Name of Organisation	West Moors Community Men' Shed
Name and Address of Applicant	Ron Kerby 123 Main Street, Anytown, UK, NN1 2AA Email: ron@moorsmen.org.uk
Position in Organisation	Lead Project Manager
Telephone number (home)	
Telephone number (work)	
Description of the project	Reducing Loneliness and Improving Wellbeing Through Community Shed Activities
Estimated total cost of the project	£35,000.00
Amount requested from The Town Council	£8000.00
Why is the project important to your club/organisation?	Loneliness and social isolation are recognized public health issues, particularly among retired and socially isolated adults. Many people do not engage with formal support services and benefit more from informal, community-based, peer-led environments. This project provides early intervention and preventative support.
About your organisation	

What are the objectives of your Club/organisation?

- Weekly community shed sessions
- Skill-sharing and practical workshops
- Informal peer support and social activities
- Community volunteering projects
- Safe, supervised use of tools and equipment

How many of your members are residents of the West Moors Town Council area?

2 at present but we hope for 20 – 40 in the first year

Of the total number of people who benefit from your organisation, what proportion live in the West Moors Town Council area?

85%

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

We will be advertising for new members in local news forums

And by word of mouth

How will this project benefit the community of which you are part?

Participants will:

- Feel less lonely and more socially connected
- Improve confidence and mental wellbeing
- Gain skills and a sense of purpose
- Engage positively with the local community

organisation?

Does your organisation include children under 16?

NO

If so does your organisation have a child protection policy in place?

NO

If Yes please provide a copy of the policy with your application.

If your organisation does include children under 16 but you do not have a child protection policy please contact the Town Clerk

Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

YES

Organisation	Amount	Pending	Granted	Granted If refused, reason for refusal
Travis Perkins in materials to build our new shed	20K	yes		
Jewson's in materials to build our new shed	20K	yes		

into the project?

As much funding as we can raise,

What level of funding will your organisation be putting

from the Town Council?

£8K

How will any additional costs be covered?

I am writing to the Dorset Council Community foundation,

National lottery Talbot & Battens Grants

The Masonic Lodges In Dorset & Hampshire & Isle of Weight

Just Giving page Face Book

Signature of Applicant



Print Name

Ronald Kerby

Date

6/1/2026

Please note that there is an expectation that recipients will agree to collect their award for the office and participate in any publicity.

You may use this page if you need additional space for your answers

Need for the Project

Loneliness and social isolation are recognized public health issues, particularly among retired and socially isolated adults. Many people do not engage with formal support services and benefit more from informal, community-based, peer-led environments. This project provides early intervention and preventative support.

Activities

- Weekly community shed sessions
- Skill-sharing and practical workshops
- Informal peer support and social activities
- Community volunteering projects
- Safe, supervised use of tools and equipment

Who Will Benefit

Adults aged 18 and over, particularly those who are socially isolated, retired, unemployed, or experiencing loneliness or poor mental wellbeing.

The wider community benefits through volunteering and shared skills.

Outcomes

Participants will:

- Feel less lonely and more socially connected
- Improve confidence and mental wellbeing
- Gain skills and a sense of purpose
- Engage positively with the local community

Monitoring & Evaluation

- Attendance records
- Participant feedback and quotes
- Trustee reviews
- Annual summary report

Please enclose the following with your completed application form:

A copy of your organisation constitution

A copy of your most recent audited accounts

Any letters of confirmation of other grants/loans secured

Business plan operation of your Club/Organisation (if applicable)

AGENDA ITEM 8 – Committee Budgets and Precept recommendation

Members are asked to consider the F&GP budget, copy attached.

Members are then asked to check the environment budget and make a precept recommendation for Council approval on the 29th January.

Nominal Code	Source	BUDGET	Year end Figures	BUDGET	Half Year Figures	Budget	Forecast	Forecast
		2024/25	2024/25	2025/26	2025/26	2026/27	2027/28	2028/29
INCOME								
1000	Precept	183444.00	183444.00	221148.00	221148.00			
1010	Interest - Deposit account	2000.00	2590.25	2000.00	1087.26	2000.00	2000.00	2100.00
1011	Interest - CCLA PSDA	1000.00	1247.69	1000.00	543.93	1000.00	1100.00	1100.00
1025	Dividend - CCLA	5000.00	6165.40	4500.00	2782.88	5000.00	5200.00	5400.00
1030	General	0.00	167.84	0.00	31.15	0.00	0.00	0.00
1100/5	Community Event Income					3000.00	3200.00	3350.00
1035	CIL Receipts	0.00	9415.49	0.00	0.00	0.00	0.00	0.00
1040	Sales - Dog Waste bags	340.00	265.00	340.00	110.00	340.00	340.00	340.00
1045	Sales - Kitchen Caddy Bags	2500.00	2231.04	2500.00	1071.25	2500.00	2500.00	2500.00
1050	Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1070	Grants	0.00	13616.37	0.00	0.00	0.00	0.00	0.00
1080	Youth Club - Rent and water charges	200.00	145.33	200.00	0.00	200.00	200.00	200.00
Rent is £50 per annum plus 15% of water/sewage charges for Pavilion (on same meter).								
1090	4a Parkway - Rent and Insurance and Service charge	600.00	339.86	200.00	339.86	300.00	300.00	300.00
Rent £100 per annum plus 50% of the insurance cost.								
Total Income		195084.00	219628.27	231888.00	227114.33	14340.00	14840.00	15290.00

EXPENDITURE

2000	Salaries							
2000/1	Staff Salaries	76070	72583.20	78642.00	39592.33	81942.00	85219.00	88630.00

	Overtime fund	600.00		600.00	0.00	600.00	600.00	600.00
Total		76670.00	72583.20	79242.00	39592.33	82542.00	85819.00	89230.00

Staff salaries at current rate plus one increment increase plus 4%

2010	Employers Pension contribution	16411.00	15646.58	17300.00	8549.70	17300.00	18750.00	19500.00
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Employers Pension contributions are calculated at 22% of staff salaries. Contributions are for the Clerk and Assistant. Provision for future pension deficit to come from earmarked fund/reserves

2020	Employers NI	7786.00	7452.50	10080.00	5078.73	10100.00	10600.00	11140.00
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Employers National Insurance contributions are calculated on the employees earnings.

SUB TOTAL - COST OF SALARIES		100867.00	95682.28	106622.00	53220.76	109942.00	115169.00	119870.00
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2030	Expenses							
2030/1	Office staff Expenses	400.00	357.03	400.00	308.40	500.00	500.00	550.00
2030/3	Councillors Travel expenses	200.00	5.40	200.00	0.00	200.00	200.00	250.00
2030/4	Chairman's allowance	75.00	17.56	75.00	0.00	75.00	75.00	75.00
Total		675.00	379.99	675.00	308.40	775.00	775.00	875.00

Expenses are mainly for travel and parking costs incurred by staff and councillors. The chairman allowance is a small sum of money set aside for use by the chairman at his/her discretion.

2040	Training							
2040/1	Staff	600.00	706.00	600.00	120.00	600.00	700.00	700.00
2040/2	Councillors	1000.00	485.36	1000.00	80.00	750.00	750.00	850.00
Total		1600.00	1191.36	1600.00	200.00	1350.00	1450.00	1550.00

All Councils should have a training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc. Staff training also includes the provision for the clerk to attend one SLCC conference per year.

2045	Health and Safety	100.00	0.00	100.00	0.00	100.00	105.00	110.00
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To cover any aspects of Staff health and safety costs.

2050	Office & Admin costs							
2050/1	Non Domestic Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2050/2	Electricity	2500	1662.15	2000.00	545.25	2500.00	2500.00	2700.00
2050/3	Phone Charges	700	422.21	700.00	279.76	700.00	700.00	750.00
2050/4	Broadband charges	400.00	393.24	400.00	250.87	400.00	400.00	450.00
2050/5	Stationery/Office furniture	350	199.52	350.00	212.64	350.00	350.00	375.00

2050/6	Photocopies	1800	1602.96	1800.00	789.35	1800.00	1800.00	2000.00
2050/7 *	Maintenance (Inc. refuse collection)	500	763.57	500.00	205.60	500.00	550.00	600.00
2050/9	Water Charges	200	135.79	200.00	146.21	200.00	250.00	250.00
Total		6450.00	5179.44	5950.00	2429.68	6450.00	6550.00	7125.00

The cost of running and maintaining the Council Office. *£720 in earmarked fund

2055	Loan Repayments	6940.00	6938.22	6940.00	3469.11	6940.00	6940.00	6940.00
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Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20 year period. Repayments are made twice a year (May and November).

2060	IT Costs							
2060/1	IT Support	2000	1760.29	3500.00	1462.30	3500.00	3500.00	3500.00
2060/2 **	IT Capital	0.00	19.15	2500.00	1960.00	1000.00	1000.00	100.00
2060/3	Website costs	350.00	315.00	350.00	272.50	15000.00	1000.00	1000.00
Total		2350.00	2094.44	6350.00	3694.80	19500.00	5500.00	4600.00

IT Capital is for purchasing any new IT equipment. IT support includes annual support and updates for Finance, Cemetery and Mapping software (Edge designs - £920), annual support fee for mapping software (Pear technology - £255). Anti-virus (£80). Microsoft office and cloud storage (£105), Payroll software (Sage - £120) Website hosting and management with Vision ICT (£300) Email hosting (£260)

2070	Insurance	5700.00	5793.91	6000.00	5648.33	6000.00	6000.00	6250.00
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Includes public liability insurance, insurance for council assets and equipment (September 2023 full review carried out renewed with Hiscox). Motor Insurance for tractor (this is recharged to Terra firma as part of the hire agreement). Cost of annual cyber insurance (£370 in 2025).

2080	Petty cash							
2080/1	Postage	150	45.07	100.00	13.92	100.00	100.00	100.00
2080/2	Other	100	59.25	100.00	2.50	100.00	100.00	100.00

Postage of correspondence and various incidental expenditure.

2090	Professional Fees							
2090/1	Audit	1500.00	1225.00	1500.00	1080.00	2000.00	2000.00	2100.00
2090/2	Legal Fees	500.00	400.00	500.00	0.00	3500.00	500.00	500.00
2090/3	Other	0.00	297.25	0.00	0.00	0.00		
Total		2000.00	1922.25	2000.00	1080.00	5500.00	2500.00	2600.00

Internal and External audit (external audit is £630 per year, internal audit is £975 per year. Incidental legal fees which may occur throughout the year. Legal fees to cover any costs incurred for asset transfers.								
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2100	Subscription costs							
2100/1	DAPTC	1332	1331.21	1731.00	1730.57	1800.000	1890.00	1985.00
2100/2	SLCC	350.00	348.00	370.00	360.00	380.00	400.00	410.00
2100/3	Other	850.00	235.00	850.00	1172.00	1400.00	1450.00	1510.00
Total		2532.00	1914.21	2951.00	3262.57	3580.00		

DAPTC annual subscription, Society of Local Council Clerks, Other include: Information Commissioners Office (£47). ICCM (£105) National Allotment Society (£70), Breakthrough Communications Compliant Councils Hub (£997) Canva (£100)								
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2110	Purchase of Dog Waste bags	250.00	117.63	250.00	124.40	250.00	250.00	250.00
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Purchase of dog waste bags for resale to residents. (currently sold at £2.50 per pack of 100 bags)								
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2115	Purchase of Kitchen Caddy Bags	2000	1068.64	2000.00	539.32	2000.00	2000.00	2000.00
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Purchase of Biodegradable bags for resale to residents (sold at £4.50 per pack of 52 bags)								
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2120	Grants							
2120/1/2	Section 137 - Others	5000.00	6480.00	7500.00	5714.00	7500.00	7800.00	8100.00
2120/2	Section 142 - CAB	800.00	1500.00	1000.00	0.00	1500.00	1550.00	1610.00
Total		5800.00	7980.00	8500.00	5714.00	9000.00	9350.00	9710.00

Grants to local organisations and the CAB								
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2130	Election Expenses	500.00	50.00	0.00	0.00	0.00	0.00	0.00
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An election can be called at any time and it is prudent for the Council to budget for this eventuality. Earmarked fund = £500								
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2140	General & Contingency	500.00	452.09	250.00	119.99	250.00	260.00	270.00
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A small budget for general expenditure/contingencies is prudent. (St Anthonys hall hire costs included here)								
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2150	Advertising and Publicity	600.00	899.56	600.00	5.90	600.00	600.00	600.00
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A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications as well as Facebook advertising.								
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2180	Remembrance Day Costs	800.00	570.00	800.00	0.00	800.00	840.00	880.00
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Costs for Remembrance Sunday - 2024 costs: Bugler (£75), Band (£100), Coach for band (£225), PA address system (use own PA system - Operator costs £150), Wreath (£20), First Aid Cover (£40)								
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2190	Youth Club Funding	20000.00	20000.00	20000.00	20000.000	20000.000	20800.00	20160.00
Funding for West Moors Youth Club.								
2195	Service Devolution Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funding to cover costs of services taken over by TC from Dorset Council to an earmarked fund. Earmarked fund currently stands at £5.813.74								
2197	CIL Expenditure	0.00	2951.45	0.00	0.00	0.00	0.00	0.00
Any CIL expenditure has to be accounted for separately (regardless of what it is spent on)								
2198	Community Celebrations	400.00	184.28	400.00	396.21	600.00	1000.00	1050.00
Community celebration costs 2026 - Council anniversary 70 years plus Macmillan coffee morning. Strategic Plan EC3 - additional community activities								
4097	Community Event costs (WESTIVAL)	1500.00	8227.26	5000.00	6533.25	6000.00	6300.00	6600.00
Westival Expenditure. Strategic Plan TSCA7 - enhance community events, EC3 additional activities								
2199	Zettle (PayPal) Card transaction fees	0.00	104.79	0.00	27.98	0.00	0.00	0.00
Card payment fees at 1.75-2.5% of each transaction. The fee is deducted before the payment received								
Total Expenditure		161814.00	163806.12	177188.00	106791.12	199837.00	190329.00	195545.00

Considerations:

Additional community events, i.e. Fun Run, Bee friendly events

The Environment committee made no changes to their draft budget as attached below.

Nominal Code	Source	BUDGET	Year End Figures	BUDGET	Half Year Figures	Budget	Forecast	Forecast
						2026/27	2027/28	2028/29
INCOME								
1100	Fryer Field Fees							
1100/1	Football	4500.00	3655.08	4000.00	801.00	4000.00	4500.00	4500.00
1100/3	Multi- Purpose	10000.00	16618.50	10000.00	3166.50	12000.00	12500.00	13000.00
1100/4	Other	2500.00	2702.80	2000.00	1900.45	2000.00	2250.00	2500.00
Total		17000.00	22976.38	16000.00	5867.95	18000.00	19250.00	20000.00
Income from fees paid by various sports clubs for using the sporting facilities and pavilion. Income received from Community event held at Fryer Field								
1110	Cemetery Fees							
1110/1	Memorial	5000.00	6143.00	5000.00	1502.00	5000.00	5000.00	5000.00
1110/2	Interment	12000.00	15310.00	12000.00	5940.00	12000.00	12000.00	12000.00
1110/3	Purchase Graves	6000.00	8343.50	6000.00	1501.00	6000.00	6000.00	6000.00
Total		23000.00	29796.50	23000.00	8943.00	23000.00	23000.00	23000.00
Income from fees paid by various funeral directors and individuals for interments etc. within the cemetery								
1115	Allotment Rent	1900.00	1945.02	1900.00	1973.65	2000.00	2000.00	2100.00
Income from Allotment rent. Annual rent from all current allotments should total £1908 (fees to be increased in April 2025)								
1125	Memorial Benches and Plaques	0.00	3000.00	0.00	0.00	0.00	0.00	0.00
Fees for Memorial bench and plaque applications (any fee received is offset against expenditure in code 4020)								
TOTAL INCOME		41900.00	57717.90	40900.00	16784.60	43000.00	44250.00	45100.00

EXPENDITURE

3010	Fryer Field Maintenance							
3010/1	General	2000.00	4263.61	4500.00	3710.73	2000.00	5000.00	5250.00

3010/4	Contractor Fees	9900.00	9451.26	10000.00	3894.00	10000.00	10500.00	11000.00
Total		11900.00	13714.87	14500.00	7604.73	12000.00	15500.00	16250.00

Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and general usage. An external contractor is employed to maintain the Fryer Field area. **Strategic Plan EC4, EC5 - expand facilities at FF, improve access, signage**

3020	Pavilion Running Costs							
3020/1	Electricity	1100.00	1528.63	1500.00	767.05	1500.00	1575.00	1650.00
3020/2	Water/sewage	800.00	635.54	800.00	477.56	800.00	840.00	885.00
3020/3	Maintenance (inc cleaning)	5400.00	5444.07	5400.00	1662.24	6500.00	5775.00	6050.00
3020/4	Legionella Testing	920.00	1291.20	1500.00	554.05	1500.00	1550.00	1600.00
3020/5	Broadband	550.00	433.99	550.00	200.03	550.00	575.00	575.00
Total		8770.00	9333.43	9750.00	3660.93	10850.00	10315.00	10760.00

Pavilion running costs include services to the pavilion and the maintenance costs (including cleaning) required to keep the building in good condition. Legionella testing is carried out monthly by Aquacare. **Maintenance 2026 : new curtains, rail and lights (£1000)**

3030	Multi Purpose Play Area							
3030/2	General Maintenance (inc floodlights)	4000.00	553.90	4000.00	0.00	4000.00	4000.00	4500.00
3030/3	Electricity	300.00	807.91	500.00	227.83	700.00	735.00	770.00
3030/5	FUND FOR ADDITIONAL MUGA	0.00	0.00	10000.00	0.00	10000.00	10000.00	10000.00
Total		4300.00	1361.81	14500.00	227.83	14700.00	14735.00	15270.00

Each year money has to be set aside for the renewal of the artificial grass when it reaches the end of its useful life (approx. 10 years after installation, which was April 2009). (earmarked fund currently stands at £54,000). 2025/26 - 3030/2 = £2500 to earmarked fund, 3030/5 = £10,000 to start fund for additional MUGA

3040	Fencing	2000.00	0.00	2000.00	750.00	2000.00	2000.00	2000.00
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To cover any incidental fencing requirements/repairs at Fryer Field.

3050	Play Area - Fryer Field							
3050/1	Maintenance	250.00	221.64	250.00	1231.00	500.00	500.00	550.00
3050/3	Safety Inspection	450.00	420.25	450.00	450.00	500.00	500.00	525.00
Total		700.00	641.89	700.00	1681.00	1000.00	1000.00	1075.00

Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out, plus an annual inspection. Fryer Field was completely refurbished in 2017 (completed in October)

3060	Play Area - Oakhurst							
3060/1	Maintenance	250.00	5164.66	250.00	0.00	500.00	500.00	550.00

3060/3	Safety Inspections	350.00	420.25	350.00	450.00	500.00	500.00	525.00
Total		600.00	5584.91	600.00	450.00	1000.00	1000.00	1075.00

Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out, plus an annual inspection.

3070	Skate Park Maintenance	200.00	90.25	200.00	0.00	400.00	400.00	425.00
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General maintenance of the skate park to ensure that it is safe to use. Inspections are carried out monthly as part of the Fryer field play area inspections. Skatepark completely replaced in 2021 (finished September) with concrete facility costing £200,000. Maintenance costs are minimal.

3080	Play Equipment	4000.00	0.00	4000.00	0.00	5000.00	4200.00	4400.00
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For replacement play equipment (going into the earmarked fund which currently stands at £31,265. In 25/26 £4000 to the earmarked fund

3100	Cemetery Costs							
3100/1	Non Domestic Rates	1100.00	823.35	1100.00	823.35	1000.00	1000.00	1000.00
3100/2	Water charges	50.00	49.63	50.00	53.41	50.00	75.00	80.00
3100/3	Buy back of cemetery plots	0.00	102.00	0.00	180.00	0.00	0.00	0.00
Total		1150.00	974.98	1150.00	1056.76	1050.00	1075.00	1080.00

Rates and water charges for the cemetery

3110	Cemetery Maintenance							
3110/1	General	1500.00	2720.00	1500.00	1675.41	1500.00	1575.00	1650.00
3110/2	Fencing	300.00	0.00	300.00	0.00	300.00	300.00	300.00
3110/3	Gravel	350.00	270.00	350.00	161.67	350.00	375.00	375.00
3110/7	Refuse Collection	850.00	899.60	850.00	460.98	950.00	1000.00	1050.00
3110/8	Contractor fees	7000.00	7394.15	7100.00	2882.45	7400.00	7700.00	8000.00
Total		10000.00	11283.75	10100.00	5180.51	10500.00	10950.00	11375.00

Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is kept neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly by DWP. Fence at the front of the cemetery was replaced in 2016 and painted in 2024.

3120	Memorial Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Memorial Inspections are required every 5 years. The last inspection was in July 2024, carried out in house with the assistance of a local stone mason. In order to ensure there are sufficient funds to carry out the inspections in 2029 an earmarked fund is held. Earmarked fund currently stands at £1,800

3140	Petwyn Maintenance/improvements	250.00	1354.28	250.00	4.64	400.00	400.00	400.00
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Budget for maintenance and improvements to the Petwyn. Includes the cost of water for the stand pipe located on the Petwyn. New shrubs for 2026/27

3145	Open Green Space Maintenance						2000.00	2100.00	2200.00
Budget to maintain open green space areas (The Spinney and Weavers Close)									
3150	Allotments	500.00	1339.81	750.00	1040.22	1200.00	1100.00	1200.00	
Allotments have been up and running since June 2016. Monies for grass cutting, general maintenance work, pest control and water charges.									
3160	Tree Maintenance	3000.00	4024.80	3000.00	0.00	3000.00	3150.00	3300.00	
Funds for the maintenance of all trees on Council owned land. In 2021 works carried out on Petwyn trees. 2022 works to a few trees in the cemetery. 2024 works to oak trees at Fryer Field.									
3170	Climate Emergency	500.00	0.00	500.00	0.00	500.00	1500.00	500.00	
Funds to cover work of Climate Emergency actions. FORECAST 2027/28: Strategic Plan EC1 - Biodiversity Audit									
4000	Public Seating								
4000/1	Maintenance	300.00	0.00	300.00	0.00	1000.00	1050.00	1100.00	
4000/2	Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total		300.00	0.00	300.00	0.00	1000.00	1050.00	1100.00	
For repair/maintenance/replacement/addition of public seating in the village. 2026/27 start to replace wooden slats with plastic ones on older benches									
4010	Bus Shelters								
4010/1	Maintenance	500.00	210.00	500.00	0.00	500.00	525.00	550.00	
4010/2	Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total		500.00	210.00	500.00	0.00	500.00	525.00	550.00	
For repair/maintenance/replacement/addition of council owned bus shelters in the village. August 2017 - replacement shelters at Castleman Court and opposite Queens Close were installed. Oct 2022, A31 shelter refurbished.									
4020	Street Furniture								
4020/1	Maintenance	500.00	528.35	600.00	0.00	600.00	630.00	660.00	
4020/2	Purchase	800.00	1305.00	0.00	0.00	0.00	0.00	0.00	
Total		1300.00	1833.35	600.00	0.00	600.00	630.00	660.00	
Repairs/maintenance/purchase of all street furniture owned by the council (includes dog bins, notice boards, refuse bins and Railway info board) and maintenance of Defibrillators: 2026/27 consider planters									
4025	SpeedWatch and Speed Indicator Device	0.00	352.80	500.00	0.00	500.00	525.00	550.00	

Costs associated with the Speed indicator device and the Community Speed Watch team									
4030	General	200.00	650.00	200.00	0.00	200.00	210.00	220.00	
A general contingency fund for items not specifically covered in the budget									
4040	Christmas	6000.00	6408.28	7500.00	190.71	7500.00	7875.00	8250.00	
Includes the cost of installing/removing various lights on the lamp posts in Station Road, lights in Petwyn trees, the Christmas tree and the electricity costs. earmarked fund which currently stands at £6,228.16.									
4070	Lengthsman	1800.00	1730.85	1800.00	262.50	1800.00	1900.00	2000.00	
Lengthsman costs: carried out by Terra firma									
4075	Public Toilets	19300.00							
4075/1	Cleaning		13168.20	15000.00	7058.56	15000.00	15600.00	16250.00	
4075/2	Maintenance		4641.63	5000.00	1295.14	5000.00	5000.00	5000.00	
4075/3	Water/Sewage		1866.12	3000.00	299.83	3000.00	3000.00	3000.00	
4075/4	Electricity		902.22	1000.00	361.31	1000.00	1050.00	1100.00	
Total		19300.00	20578.17	24000.00	9014.84	24000.00	24650.00	25350.00	
Park Way toilets - Maintenance, cleaning, consumables, water, sewage, electricity. 25/26: £3500 included for new hand wash unit in gents: Refurb a toilet at a time?									
4076	Car Park costs	0.00	13957.81	150.00	2853.00	2000.00	1500.00	1575.00	
Costs for Park Way car park including, line marking , general maintenance. Costs to come from Service Devolution earmarked fund. 2 x new bollards									
4090	Dogs (bin emptying)	650.00	612.56	650.00	314.08	650.00	680.00	700.00	
emptying of Council owned dog bins located on Fryer field									
4095	CCTV								
4095/1	Purchase/Installation	0.00	0.00	0.00	0.00	0.00	1500.00	0.00	
4095/2	Maintenance	200.00	464.00	200.00	166.00	200.00	210.00	220.00	
Total		200.00	464.00	200.00	166.00	200.00	1710.00	220.00	
CCTV at Fryer field was installed in August 2013 and upgraded in 2021. CCTV installed in council office 2021. Upgraded to cover Youth Club in October 2023. FORECAST: 2027/28 increase CCTV coverage (TSCA4)									

4098	Fryer Field Development Plan		0.00	0.00	0.00	0.00	0.00	0.00
Funds for any improvements at Fryer Field								
4099	Litter Picking Events	50.00	150.66	200.00	0.00	500.00	200.00	250.00
Funds for arranging litter pick events. 2026/27 New litter pickers								
TOTAL EXPENDITURE		79670.00	104880.52	103600.00	40991.00	105050.00	110880.00	112735.00

2027/28 - General increase on most headings = between 4% and 5%

2028/29 - General increase on most headings =between 4% and 5%

Strategic Plan TSCA2 and TSCA3 - no funds added to budget

Financial Implications of draft Budget as shown above.

The tax base for 2026/27 has been set at 3124.8, which is a slight increase on last year's tax base (3113.4).

	Income			Expenditure			Expenditure minus income equals PRECEPT required
	Finance and GP Committee	Environment Committee	Total Income	Finance and GP Committee	Environment Committee	Total Expenditure	
2024/25	11640	44900	56540	160314	79670	239984	183444
2025/26	10740	43900	54640	172188	103600	275788	221148
2026/27	14340	43000	57340	199837	105050	304887	247547

2026/27 figures

Tax Base 3124.8

247547

Cost to Band D household £79.22 or £1.52 per week (an increase of £8.19 on the year which equates to 11.5%)

Precept Increase 11.94%

2025/26 figures

Tax Base 3113.4

221148

Cost to Band D household £71.03 or £1.37 per week (an increase of £11.60 on the year which equates to 19.5%)

Precept Increase 20.55%

2026/27 figures

Tax Base 3124.8

Precept £247,547

Cost to Band D household £79.22, or £1.52 per week

This is an increase from last year Band D cost of 15.75p per week or £8.19 per year

Band A will pay £52.81

Band B will pay £61.62

Band C will pay £70.42

Band D will pay £79.22

Band E will pay £96.82

Band F will pay £114.43

Band G will pay £132.03

Band H will pay £158.44

Members are asked to make a recommendation to Council on the precept once they have reviewed all the budget figures.

AGENDA ITEM 9 – Review Policies and Procedure

a) Freedom of Information Publication Scheme

Policy shown below, this has been recently updated to ensure all the links to the relevant documents work. The last full review was January 2024.

Members are asked to review this document.

FREEDOM OF INFORMATION POLICY

INTRODUCTION

According to the Information Commissioner's Office the purpose of this Policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by West Moors Town Council for routinely published material will be justified and transparent and kept to a minimum.

The Council is committed to complying with the provisions of the Freedom of Information Act 2000 and associated legislation. This provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

SCOPE

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies regardless of the media the information is stored in, whether the information may be on paper, held electronically or as an audio recording. The Act is fully retrospective. Dealing with requests, the Town Council offers advice and assistance to anybody who wishes to make a Freedom of Information (FOI) request. The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances on legal advice. However, the Council is committed to providing a prompt service.

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest and will inform the FOI applicant when exemptions have been applied. Where appropriate, requests in writing will be treated as Freedom of Information requests. There is no need for requests to indicate they are made under the Act. The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (see section 12 of the Act.).

ADOPTING AND MAINTAINING PUBLICATION SCHEMES

The Council has adopted an Information Publication Scheme (attached at Appendix A) and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are usually asked for and much more. Material contained within the publication scheme, and a copy of the scheme itself, is readily available. Where charges are applied these are stated in the scheme. The scheme can also be accessed via the website. The Town Clerk will give advice and assistance on how to use the scheme as appropriate. **This scheme is reviewed and updated on an annual basis.**

RESPONSIBILITIES

The Town Clerk is responsible for ensuring that any request for information is dealt with under the Act and in compliance with this policy. The Town Clerk is also responsible for

good information handling practice and implementing records management policies and procedures as appropriate. The Council will carefully consider its responsibilities under GDPR before releasing any personal data about living individuals, including current and former officers, current and former Council Members, and users of the Council's services.

Contact Details:

West Moors Town Council
4 Park Way
West Moors
BH22 0HL
Tel: 01202 861044
Email: office@westmoors-tc.gov.uk
Website: www.westmoors-tc.gov.uk

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office www ICO.org.uk.

INFORMATION AVAILABLE FROM WEST MOORS TOWN COUNCIL

	How the information can be obtained	Cost
Who we are and what we do		
Location of main Council office and accessibility details	West Moors Town Council-Contact Us	
Contact details for Town Clerk	West Moors Town Council-Contact Us	
List of Councillors	West Moors Town Council website-Council-Councillors	
Membership of Committees and Working Groups	West Moors Town Council website-Council	
WMTC Code of Conduct Order	West Moors Town Council-Documents	
Agendas (last 2 years)	West Moors Town Council-Council-Agendas and Minutes	
Minutes of Council and Committees (last 2 years)	West Moors Town Council-Council-Agendas and Minutes	

Standing Orders	West Moors Town Council - Council - Documents	
Terms of Reference for Committees	West Moors Town Council - Council - Documents	
Council's Strategic Plan	West Moors Town Council - Council Documents	
Councillor Representation on outside bodies	West Moors Town Council-Council-Outside Bodies	
Staffing Structure	West Moors Town Council-Council-Organisation and Staff	

Exclusions – Confidential Agendas, Minutes and Reports.

This is where the documents contain exempt information. Typically, information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act or if the information relates to legal proceedings or advice, or if disclosure would prejudice the commercial interests of another person.

What we spend and how we spend it		
Current and previous financial year as a minimum	West Moors Town Council-Finance	
Annual return form and report by auditor – internal and external	West Moors Town Council-Finance	
Capital and Revenue budgets	West Moors Town Council-Finance	
Precept request	West Moors Town Council-Finance	
VAT records	Held in Council office	
Financial Standing Orders and Regulations	West Moors Town Council – Council - Documents	
Grants Criteria- Grants given and received are minuted in the Finance & Staffing Committee Minutes given and received	West Moors Town Council-Agendas and Minutes and West Moors Town Council-Council-Awards and Grants	
Service Level Agreements and Contracts	Held in Council office	
Members expenses - <i>Only mileage claims and Chair allowance</i>	West Moors Town Council-Council-Agendas and Minutes	
Borrowing Approval letter	Held in Council office	
Fees and charges applied by the Council	West Moors Town Council-Council-Community Assets-Cemetery And West Moors Town Council-Council-Community Assets Fryer Field	
Receipt/Payment records,	West Moors Town Council-Council-Agendas and Minutes-Finance	

Purchase of goods/services £500 and over	West Moors Town Council-Finance	
Exclusions – All commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies.		
With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and or unfairly disadvantaged		
What our priorities are and how we are doing		
Strategic Plan (2025)	West Moors Town Council - Documents	

Town Council Annual Report	West Moors Town Council-Council-Agendas and Minutes	
Risk Assessments	West Moors Town Council – Council - Documents	
Playground Inspections	Held in Council office	
Value for Money statement	West Moors Town Council – Council - Documents	
How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings)	West Moors Town Council-Council-Agendas and Minutes	
Agendas of meetings	West Moors Town Council-Council-Agendas and Minutes	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	West Moors Town Council-Council-Agendas and Minutes	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	West Moors Town Council-Council-Agendas and Minutes	
Responses to Consultation papers	West Moors Town Council-Agendas and Minutes and West Moors Town Council-NEWS	
Responses to Planning Applications	West Moors Town Council-Council-Agendas and Minutes-Planning	
Byelaws	West Moors Town Council – Council - Documents	
Analysis of responses received to public consultations by the Council	West Moors Town Council-Council-Agendas and Minutes and West Moors Town Council-NEWS	

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively.

Our Policies and procedures		
Procedural Standing Orders	West Moors Town Council – Council - Documents	
Committee/subcommittee terms of reference	West Moors Town Council – Council - Documents	
Code of Conduct	West Moors Town Council – Council - Documents	
Equality and Diversity policy	West Moors Town Council – Council - Documents	

Health and Safety policy	West Moors Town Council – Council - Documents	
Complaints Procedures	West Moors Town Council – Council - Documents	
Grievance Procedure	West Moors Town Council – Council - Documents	
Job Descriptions	Held in Council office	
Terms and Conditions of Employment	Held in Council office	
Data Protection Policy	West Moors Town Council – Council - Documents	
Climate Emergency Action Plan	West Moors Town Council – Council - Documents	
Crime and Disorder Policy	West Moors Town Council – Council - Documents	
Volunteer Policy	West Moors Town Council – Council - Documents	
Training and Development Policy	West Moors Town Council – Council - Documents	
Privacy Notice	West Moors Town Council- Home Page footer	
Retention Policy	West Moors Town Council – Council - Documents	
Bench and Memorial Policy	West Moors Town Council – Council - Documents	
Grants Policy Statement	West Moors Town Council – Council - Documents	
Marking the Death of a Senior National Figure	West Moors Town Council – Council - Documents	
Social Media Policy	West Moors Town Council – Council - Documents	
Risk Management Statement	West Moors Town Council – Council - Documents	
Policy and Protocol on Recording meetings	West Moors Town Council – Council - Documents	
Protocol on Member-Officers Relations	West Moors Town Council – Council - Documents	
Safety Inspection Records	Held in Council office	

Annual Investment Strategy	West Moors Town Council – Council - Documents	
Discipline Procedure	West Moors Town Council – Council - Documents	
Casual Vacancies	West Moors Town Council – Council - Documents	
CCTV Code of Practice	West Moors Town Council – Council - Documents	
Travellers Policy	West Moors Town Council – Council - Documents	
Lists and Registers		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Held in Council office	
Asset Register	Held in Council office	
Disclosure Log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish/town councils)	Held in Council office	
Register of Members pecuniary interests	West Moors Town Council website-Council-Councillors	
Register of gifts and hospitality	Held in Council office	
Members' Declaration of Acceptance of Office	Held in Council office	
The Services we offer		
Allotments (Standard Tenancy Agreements)	Held in Council office	

Exclusion – Individual tenancy agreements and rent payment records under both privacy and data protection laws.

Burial Grounds (Map/Fees/Regulations)	West Moors Town Council Cemetery-Genealogy Search-Search WM cemetery records Hard copy map held in Council office	
Parks, playing fields and recreational facilities	West Moors Town Council - Council- Community Assets	
Public Conveniences	West Moors Town Council - Council- Community Assets	

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Town Council Guide (every 4 years- next due 2025)	Held in Council office	
Town Council newsletters	West Moors Town Council Newsletters	
Facebook Posts	@WestMoorsTC	

Schedule of Charges		
Type of charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Actual cost incurred by the Town Council
	Postage	Actual cost of Royal Mail standard 2nd Class

Statutory fee	In accordance with the relevant legislation or fees permitted by other legislation
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Any charges made by West Moors Town Council for routinely published material must be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Written Requests

Information held by West Moors Town Council that is not published under this Scheme, can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Charges may be made for actual disbursements incurred such as photocopying and a postage charge if you are unable to call into the office to collect them. If a charge is to be made, the individual will be informed of the charge and why it is to be incurred prior to the information being provided.

Payment may be requested prior to release of the information. Charges may also be made for information provided under the scheme where it is legally authorised. Any subject access requests to information will be complied within one month. Your request will be refused or charged for if it is manifestly unfounded or excessive.

Review

This policy will be reviewed as required by organisation and legislation changes, but at a minimum of 3 to 4 years.

b) Annual Investment Strategy

Members are asked to review the policy below to ensure it still meets the requirements of the Town Council.

This policy was last reviewed in March 2024.

Recommended amendments are shown in red and deletions are struck through.

WEST MOORS TOWN COUNCIL

ANNUAL INVESTMENT STRATEGY 2023/24 2026/27

Introduction

West Moors Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

This Strategy complies (as appropriate) with the revised requirements set out in the **Statutory Guidance on Local Government Investments (3rd Edition)** issued by the Department of Communities and Local Government in ~~April 2010~~ April 2018

2. Investment Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.
- 2.2 The Council's investment priorities are first the security of reserves, second the liquidity of the investments and thirdly return.
- 2.3 All investments will be made in sterling.
- 2.4 The ~~Department for Levelling Up, Housing and Communities~~ **Ministry of Housing, Communities and Local Government** maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.

3. Specified Investments

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town/parish council) will automatically be Specified Investments. The Council will only invest in institutions with good credit ratings from approved credit rating organisations.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, West Moors Town Council will use:
 - Deposits with banks, building societies, local authorities or other public authorities (Investment opportunities to be reviewed regularly to identify any suitable investment accounts on offer)

Any short term surplus will be invested with the Lloyds Bank Business Instant Access Deposit Account.

4. Non-Specified Investments

- 4.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares.
- 4.2 Given the unpredictability and uncertainties surrounding such investments, West Moors Town Council will not use this type of investment.

5. Liquidity of Investments

- 5.1 The Responsible Finance Officer together with the Finance and GP committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 5.2 Investments will be regarded as being committed on the date of the council's decision to invest, rather than the date on which the funds are paid over to the counterparty.

6. Long Term Investments

- 6.1 Long term investments are defined in the Guidance as greater than 36 months

7. Investment Reporting

- 7.1 Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and General Purpose committee.

8. Review and Amendment of Regulations

- 8.1 This strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer in conjunction with the Chairman of the Finance and General Purpose committee and presented for approval by the F&GP committee.
- 8.2 The Council reserves the right to make variations to the strategy at any time, subject to the approval of the full council. Any variations will be made available to the public.

9. Publication

- 9.1 In accordance with the Freedom of Information Act 2000, this document will be published on the Town Council's website www.westmoors-tc.gov.uk and will be available in hard copy from the Council's office.

10. Investment Plan 2023/24 2026/27

- 10.1 The Town Council uses Lloyds Bank for its day to day banking needs. Funds not immediately required will be held in the Lloyds Bank Business Instant Access Deposit Account.
- 10.2 The Council will continue with the CCLA Local Authorities Property Fund.
The CCLA has been appointed by the Local Authorities' Mutual Investment Trust (LAMIT) to manage and administer the Local Authorities' Property Fund.

Local Authorities' Property Fund provides a high quality, well-diversified commercial and industrial property portfolio; it focuses on delivering attractive income; it is actively managed to add value; it is usually held with other investments such as equities, bonds and cash to give a broad spread of assets and achieve combined income and growth objectives.

The Fund offers all the advantages of a professionally managed property portfolio, with broadly diversified exposure to high quality properties in the strongest areas of the market.

- 10.3. In order to ensure the Town Council receives the best possible return on any funds, a deposit may be held in the CCLA Public Sector Deposit Fund.

c) Volunteer Policy

This policy was last reviewed in January 2024
No changes are recommended to this policy

VOLUNTEER POLICY

1. General Policy Statement

This Policy is written to recognise the contribution made by volunteers and to provide a framework for how West Moors Town Council (WMTC) will manage volunteers engaged by the Council including Councillors.

WMTC has adopted this policy in order to comply with Section 3 of the Health and Safety at Work Act, 1974.

The Council defines volunteering within our community, as “an act of an individual or group freely giving time and effort for community service”. WMTC reliable group of volunteers assist at most community events, including ones organised by the Council and other events that they are merely associated with.

2. Purpose of the Policy

The relationship between the Council and volunteers is non-contractual and no working relationship is created or implied at any time. The Council wants volunteers to feel supported in a way that reflects the values of the Council and to achieve this it is important to set out clear, reasonable guidelines to manage expectations and to help things run smoothly.

3. Co-ordinators/Volunteer Leaders

A co-ordinator has been appointed by the Council for each activity managed by the Council.

This is the Assistant to the Clerk. The volunteer leaders:

- Act as the point of contact with the Council
- Organise the volunteer activities and plan the sessions
- Recruit the volunteers
- Provide training, equipment and health and safety briefings
- Maintain communication with volunteers and promote activities
- Carry out risks assessments to ensure everyone stays safe.

Groups such as Community Speed Watch (CSW) will, when managing their own activities, nominate their own Co-ordinator.

4. Volunteer Involvement

The Council strives to create a diverse and inclusive organisation within a diverse and inclusive community. The Council is committed to ensure equality of access to, and treatment of, its volunteers. The [West Moors Town Council Equality and Diversity Policy](#) will apply to volunteers.

Volunteers may give time regularly or on an occasional basis. Every volunteer has their own personal motivation and preference which we will respect.

Who are our volunteers?

WMTC welcome all abilities and all ages (there is no upper age limit for volunteers. However, most volunteering opportunities have a minimum age of 18 years. Children under 18 years old are welcome but must be accompanied by a parent or guardian at all times). Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16).

Working alongside the Council

Volunteers are expected to read all policies applicable to their role and shall be deemed to have done so.

The roles of volunteers will extend the work of the Council and will complement, but never substitute, the work of paid staff.

Volunteers give their time freely and are free to leave at any time without being required to give a reason, however, where possible, notice would be appreciated.

5. Supporting Volunteers

WMTC confirms its commitment to involving volunteers in its work, covering volunteering members under the Public Liability Insurance, and also providing useful equipment (See 10c below) to better deliver community benefits through safe and meaningful voluntary contributions.

The involvement of volunteers within our organisation will be guided by the following principles of enjoyment, good practice and shared experience:

- Volunteers will always be given a list of contacts for all the other volunteers and paid staff involved in the event and/or walkie talkies.
- Where the risk assessment for an event considers adverse weather as a factor, volunteers will not be asked to carry out any more than 1-1.5hr shifts.
- The event co-ordinator will always be on hand at organised events to provide guidance and support to any requests.
- Health and safety is everyone's responsibility, and all must act in regard to others and themselves.
- Volunteers should consider themselves to be fit and healthy to undertake activities suggested and can stop at any time without question.
- On group events, volunteers expected activities will typically include a shared group briefing prior to commencement of work by the event co-ordinator.
- Volunteers are encouraged to raise any uncertainties or concerns; if in doubt, stop, and ask!

6. Insurance

Volunteers engaged in tasks directly managed by the Council are covered by the Council's public liability and personal accident insurance (see 5 above)

Self-managing independent groups carrying out voluntary work on behalf of the Council may have their own insurance. Members of such groups must check with the Council and their group to ensure that they are covered.

Drivers using their own vehicles in connection with their voluntary work must inform their own Insurance Company to ensure adequate and continuing cover for such use of their vehicle during the volunteering activity.

Volunteers will only be covered when carrying out tasks that have been agreed with the coordinator.

7. Safeguarding

Most roles to be undertaken by volunteers will not require a DBS (Disclosure and Barring Service) check. However, if such a check is required, it will be made clear to the volunteer. Volunteers must disclose any unspent convictions, as defined in the Rehabilitation of Offenders Act 1974.

8. Personal Data

Any information provided by a volunteer and personal data processed by the Council will be dealt with in accordance with [West Moors Town Council Data Protection Policy](#) and [West Moors Town Council General Privacy Notice](#)

Volunteers may have access to personal data or gain sensitive knowledge about the work of the Council, volunteers, staff, Councillors, organisations groups and others who have contact with the Council. There is an absolute obligation, both during and after volunteering, to maintain confidentiality and not to pass on information to any individual or third-party organisation unless required by law to do so.

Volunteers are required to complete the **Volunteer Agreement** which includes their details and that of an emergency contact for the day - see Appendix A.

9. Expenses

Where a volunteer seeks reimbursement of out-of-pocket expenses incurred in carrying out voluntary duties, prior approval of the Town Clerk must be obtained. Claims must be submitted to the Town Clerk on a Council Expenses Claim Form, accompanied by proof of the expenditure.

10. Health and Safety

a) Risk Assessments

A risk assessment for volunteer activities managed by the Council will be carried out by the nominated Co-ordinator in accordance with [West Moors Town Council Health and Safety Policy](#).

A risk assessment for volunteer activities managed by an external group will be carried out by the Co-ordinator nominated by that group. A copy of the risk assessment must be submitted to the Town Clerk not less than 2 clear working days prior to commencement of the activity.

b) Accidents/Incidents

Volunteers must report all accidents and incidents to their Co-ordinator as soon as possible after it has occurred. Serious injuries or incidents must be reported immediately in accordance with Council's Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

c) Protective Equipment

Where appropriate, protective clothing will be supplied for a Council managed activity. All protective clothing remains the property of the Council and must be returned to the Coordinator upon completion of the relevant activity.

11. Complaints

The Council aims to reflect the voluntary nature of its relationship with volunteers in all its policies and procedures for managing their involvement. Therefore, the Co-ordinator will deal with minor complaints about, or by, volunteers or their work in the first instance. If the complaint is not resolved it will then be dealt with in accordance with [West Moors Town Council Complaints Policy](#).

Where a criminal offence is suspected it will be referred to the police.

12. Photography

The Town Council often takes photos of volunteers for marketing purposes and project reporting. These images may appear in printed publications, on the website, on social media and at meetings. Volunteers are asked for their consent to be included in these photos and imagery. Consent can be withdrawn at any time after it is given

13. Review

This Policy was considered at the Finance and General-Purpose meeting 18th January, 2024, ratified at the Full Council meeting 25th January and will be reviewed every 2 years.

AGENDA ITEM 11 – Staff Matters

Sickness report: No sickness since last reported

Overtime report: Since last reported: no extra paid hours have been worked

Annual Leave:

Leave remaining before the end of the financial year:

Clerk - 4 days and 13 hours lieu time

Assistant - 2 days and 8.75 hours lieu time

The clerk has one week's annual leave booked for mid-March and 2 days over the easter bank holiday.

The Assistant has annual leave booked during February half term.