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



Dear Councillor

You are summoned to attend a meeting of the **FINANCE & GENERAL-PURPOSE COMMITTEE** being held on **THURSDAY 28<sup>th</sup> MAY 2026 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

*J Weedon*

Judi Weedon  
Town Clerk

21<sup>st</sup> May 2026

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### Committee Membership

Cllr M Hawkes  
Cllr D Shortell  
Cllr Mrs P Yeo

Cllr Mrs C Holmes  
Cllr J Staig

Cllr J Randall  
Cllr C Way

Cllr Mrs N Senior  
Cllr K Wilkes

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## AGENDA

1. [To Elect a Committee Chair for May 2026 to May 2027](#)
2. [To Receive Apologies for Absence](#)
3. [To Elect a Committee Vice Chair for May 2026 to May 2027](#)
4. [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
5. [To Receive Declarations of Interests on any Matter on this Agenda](#)
6. [To Receive Clerks Report](#)
7. [To Receive Financial Information](#)
  - a. [Bank Reconciliations up to end April 2026](#)
  - b. [Internal Controls and income reports to end April 2026](#)
  - c. [Budget Comparison for Year end 31.03.26, showing reserves at year end](#)
  - d. [CCLA Information](#)
8. [To Review Earmarked Funds](#)
9. [To Receive Community Infrastructure Levy Report for 2025/26](#)
10. [To Receive Internal Auditors Report](#)
11. [To Review Bank Mandate](#)
12. [To Review Direct Debit List](#)
13. [To Approve Accounts for Payment](#)
14. To Review Policies and Procedure
  - a. [Terms of Reference](#)

15. [To Consider Grant Funding](#)

- a. [Natalie Schumacher](#)
- b. [Dial A Ride](#)

16. [To Receive Correspondence](#)

17. [Staff Matters:](#)

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

## **AGENDA ITEM 1 and 3 – Chair/Vice Chair of Committee**

Members present are required to elect a Chair and Vice Chair of the committee who will serve until May 2027.

Nominations for Chairman and Vice Chairman are put forward at the meeting and a vote will take place.

## **AGENDA ITEM 2 – 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 4 – 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 5 – 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 6 – Clerks Report**

1. All documents for the year end were submitted to BDO on the 5<sup>th</sup> May. BDO will not look at the accounts until the public rights period has ended, which is the 14<sup>th</sup> July.

## Agenda Item 7 – Financial Information

### Agenda 7a – Bank Reconciliations

Bank Statements up to 30.04.25 have been checked by the Cllr C 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 30.04.2026

Amount in bank as at 31/03/26	£261,186.25
Income during April	£141,156.91
Expenditure during April	£5,851.65
Amount in bank as at	£396,491.51

#### Bank Reconciliation as at 30/04/2026

Current	£21,243.98
Deposit	£349,732.62
CCLA PSDA	£25,000.00
Petty cash	£32.25
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	£396,008.85
Less outstanding payments	£0.00
Plus unpresented receipts	£482.66
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Total amount held in accounts	£396,491.51

#### Long Term Investment:

CCLA Property Fund	£122,212.97
(Nominal value at 31.03.2026)	

#### Outstanding Loan Amount

Public Works Loan	(£31,648.16)
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## Agenda Item 7b – Income reports

Income report for March and April 2025 shown below

<b>Received Income 01.03.26 to 31.03.26</b>			
Accepted date	Gross	Organisation	Details
02.03.26	£34.00	Will Payne	Sports Fees
02.03.26	£45.00	Chris Yeo	Pavilion Hire
02.03.26	£21.00	Tulsa Band	Pavilion Hire
03.03.26	£1,119.00	AE Jolliffe	Cemetery Fees
03.03.26	£20.50	Various	bag sales
03.03.26	£191.22	WM Youth Club	Ground rent and water charges
03.03.26	£22.00	Rai	Pavilion Hire
03.03.26	£72.18	CCLA PSDF	Interest
04.03.26	£1,009.00	Co-op Funeral Care	Cemetery Fees
04.03.26	£30.00	Friends of the strays of Greece	Storage fees
06.03.26	£259.00	Tapper and Son	Cemetery Fees
06.03.26	£17.00	Will Payne	Sports Fees
09.03.26	£355.00	West Moors FC	Sports Fees
09.03.026	£118.63	Lloyds Bank	Interest
10.03.26	£797.50	Grange Athletic	Sports Fees
10.03.26	£164.00	Longfleet Ability FC	Sports Fees
10.03.26	£43.50	Various	bag sales
11.03.26	£76.00	HELM	Sports Fees
12.03.26	£10.00	Pinehurst Comm Church	Westival stall
16.03.26	£529.00	West Moors Youth FC	Sports Fees
17.03.26	£22.50	Various	bag sales
18.03.26	£34.00	Will Payne	Sports Fees
24.03.26	£32.00	Card Club	Pavilion Hire
24.03.26	£24.70	Various	bag sales
25.03.26	£256.00	Verwood Town YFC	Sports Fees
25.03.26	£205.00	Ferndown All Stars	Sports Fees
26.03.26	£192.00	Verwood Town YFC	Sports Fees
26.03.26	£153.00	Longfleet Ability FC	Sports Fees
26.03.26	£130.00	Various	bag sales
30.03.26	£18.50	John Berry	Pavilion Hire
30.03.26	£957.00	West Moors YFC	Sports Fees
30.03.26	£50.00	Tipsty Tow Bar	Westival stall
30.03.26	£50.00	Slush Donuts	Westival stall
<b>Total</b>	<b>£7,058.23</b>		

<b>Received Income 01.04.26 to 30.04.26</b>			
Accepted date	Gross	Organisation	Details
01.04.26	£4.50	Various	bag sales
01.04.26	£32.00	Plot holder	Allotment rent
01.04.26	£71.00	Plot holder	Allotment rent
01.04.26	£44.00	Plot holder	Allotment rent
01.04.26	£44.00	Plot holder	Allotment rent
01.04.26	£44.00	Plot holder	Allotment rent
01.04.26	£50.00	Terrafirma	Tractor rent

02.04.26	£446.00	Nicholas O'Hara	Cemetery Fees
02.04.26	£79.49	CCLA PSDA	Interest
02.04.26	£20.00	Aspire to craft	Westival stall
02.04.26	£291.00	Mhairi Benest	Cemetery Fees
02.04.26	£44.00	Plot holder	Allotment rent
02.04.26	£71.00	Plot holder	Allotment rent
02.04.26	£44.00	Plot holder	Allotment rent
02.04.26	£44.00	Plot holder	Allotment rent
07.04.26	£205.00	Cranborne FC	Sports Fees
07.04.26	£49.00	Plot holder	Allotment rent
07.04.26	£49.00	Plot holder	Allotment rent
07.04.26	£49.00	Plot holder	Allotment rent
07.04.26	£49.00	Plot holder	Allotment rent
07.04.26	£49.00	Plot holder	Allotment rent
07.04.26	£44.00	Plot holder	Allotment rent
07.04.26	£44.00	Plot holder	Allotment rent
07.04.26	£44.00	Plot holder	Allotment rent
07.04.26	£44.00	Plot holder	Allotment rent
07.04.26	£30.00	Friends of the Strays of Greece	Storage costs
07.04.26	£50.00	Maries Cakes	Westival stall
07.04.26	£20.00	Fordingbridge Fudge	Westival stall
08.04.26	£34.00	Will Payne	Sports Fees
08.04.26	£20.00	Children's Society	Westival stall
08.04.26	£13.50	Various	bag sales
09.04.26	£6,639.36	HMRC	VAT refund
09.04.26	£32.00	Plot holder	Allotment rent
09.04.26	£44.00	Plot holder	Allotment rent
09.04.26	£49.00	Plot holder	Allotment rent
09.04.26	£100.00	Tec Check	Sponsorship Westival
09.04.26	£50.00	Flooring Elegance	Sponsorship Westival
09.04.26	£20.00	BYMB	Westival stall
09.04.26	£50.00	Cranborne Chase Cider	Westival stall
09.04.26	£120.51	Lloyds Bank	Interest
10.04.26	£37.00	Plot holder	Allotment rent
13.04.26	£314.00	West Moors Fc	Sports Fees
13.04.26	£49.00	Plot holder	Allotment rent
13.04.26	£44.00	Plot holder	Allotment rent
13.04.26	£44.00	Plot holder	Allotment rent
13.04.26	£49.00	Plot holder	Allotment rent
13.04.26	£100.00	Chris Yeo	Sponsorship Westival
13.04.26	£40.00	Inspirations	Westival stall
14.04.26	£89.00	HELM	Sports Fees
14.04.26	£35.00	Various	bag sales
14.04.26	£10.00	WI	Westival stall
15.04.26	£18.50	John Berry	Pavilion Hire
15.04.26	£32.00	Plot holder	Allotment rent
16.04.26	£44.00	Plot holder	Allotment rent
16.04.26	£71.00	Plot holder	Allotment rent
16.04.26	£500.00	Pheonix Marble and Granite	Sponsorship Westival
16.04.26	£40.00	Rai	Pavilion Hire
16.04.26	£20.00	Waggy Tails	Westival stall

16.04.26	£30.00	Bridgewater Care	Westival stall
16.04.26	£40.00	Smart Home Technology	Westival stall
16.04.26	£20.00	Arty Bee crafts	Westival stall
16.04.26	£20.00	Face painting	Westival stall
16.04.26	£10.00	Scouts	Westival stall
16.04.26	£20.00	Mellow Designs	Westival stall
16.04.26	£20.00	Ringwood Wood Carvers	Westival stall
17.04.26	£215.00	Brook View	Sponsorship Westival
17.04.26	£20.00	Brook View	Westival stall
17.04.26	£20.00	Batty Birds	Westival stall
17.04.26	£20.00	Individuality Swimming	Westival stall
17.04.26	£20.00	Utility Warehouse	Westival stall
17.05.26	£40.00	Flo and Frankies Fudge	Westival stall
20.04.26	£970.00	Grange YFC	Sports Fees
20.04.26	£17.00	Will Payne	Sports Fees
20.04.26	£20.00	Elevate Carpentry	Westival stall
20.04.26	£10.00	Helpful hounds	Westival stall
20.04.26	£200.00	Elephant and Castle	Sponsorship Westival
20.04.26	£20.00	Heart of the New Forest	Westival stall
20.04.26	£10.00	DWT	Westival stall
21.04.26	£49.00	Plot holder	Allotment rent
21.04.26	£14.00	Various	bag sales
22.04.26	£80.00	Heath side Travel	Westival stall
23.04.26	£10.00	ED Bee Keepers	Westival stall
23.04.26	£10.00	Rotary Club	Westival stall
24.04.26	£71.00	Plot holder	Allotment rent
24.04.26	£32.00	Mr Southern	Cemetery Fees
27.04.26	£44.00	Plot holder	Allotment rent
27.04.26	£16.00	MaMDA	Field Hire
27.04.26	£1,009.00	Nicholas O'Hara	Cemetery Fees
27.04.26	£20.00	Jade Jewell	Westival stall
27.04.26	£446.00	Mrs Brown	Cemetery Fees
27.04.26	£45.00	Will Payne	Sports Fees
27.04.26	£30.00	WM Village Surgery	Westival stall
28.04.26	£21.00	TULSA Band	Pavilion Hire
28.04.26	£36.66	Plot holder	Allotment rent
28.04.26	£36.66	Plot holder	Allotment rent
28.04.26	£72.50	Various	bag sales
28.04.26	£16.00	MaMDA	Field Hire
29.04.26	£24.50	Plot holder	Allotment rent (part payment)
29.04.26	£124,473.50	Dorset Council	Precept
30.04.26	£44.00	Plot holder	Allotment rent
30.04.26	£49.00	Plot holder	Allotment rent
30.04.26	£500.00	Moors manor Care Home	Fun Run Sponsorship
30.04.26	£1,501.23	CCLA PSPF	Dividend
<b>Total</b>	<b>£141,156.91</b>		

## AGENDA ITEM 7c – Budget Comparison

### Financial Budget Comparison

Comparison between 01/04/2025 and 31/03/26 (4th quarter)

		25/26 Approved Budget	Actual Net to date	Balance
<b>INCOME</b>				
<b>Finance And General Purposes Committee</b>				
1000	Precept	£221,148.00	£221,148.00	£0.00
1010	Interest - Deposit Acc	£2,000.00	£2,026.45	£26.45
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£1,108.77	£108.77
1025	Dividend - CCLA Property Fund	£4,500.00	£5,534.30	£1,034.30
1030	General	£0.00	£187.15	£187.15
1035	CIL Receipts	£0.00	£0.00	£0.00
1040	Sales - Dog Waste bags	£340.00	£257.50	-£82.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£2,345.00	-£155.00
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
<b>Total Finance And General Purposes</b>		<b>£231,888.00</b>	<b>£232,947.03</b>	<b>£1,059.03</b>
<b>Environment Committee</b>				
1100	<b>Fryer Field Fees</b>			
/1	Football	£4,000.00	£4,526.00	£526.00
/3	MUGA	£10,000.00	£17,606.50	£7,606.50
/4	Other	£2,000.00	£3,597.27	£1,597.27
/5	Community Event Income	£3,000.00	£4,770.50	£1,770.50
	Total	£19,000.00	£30,500.27	£11,500.27
1110	<b>Cemetery Fees</b>			
/1	Memorial	£5,000.00	£4,292.00	-£708.00
/2	Interment	£12,000.00	£12,610.00	£610.00
/3	Purchase Plot	£6,000.00	£5,204.00	-£796.00
	Total	£23,000.00	£22,106.00	-£894.00
1115	<b>Allotment Rent</b>	£1,900.00	£2,002.65	£102.65
1120	<b>Insurance Settlements</b>	£0.00	£0.00	£0.00
1125	<b>Memorial Benches and Plaques</b>	£0.00	£0.00	£0.00
<b>Total Environment</b>		<b>£43,900.00</b>	<b>£54,608.92</b>	<b>£10,708.92</b>
<b>Total Income</b>		<b>£275,788.00</b>	<b>£287,555.95</b>	<b>£11,767.95</b>

### EXPENDITURE

#### Finance And General Purposes Committee

2000	<b>Salaries</b>	£79,242.00	£78,737.86	£504.14
2010	<b>Employers Pension Contributions</b>	£17,300.00	£17,003.32	£296.68
2020	<b>Employers NIC</b>	£10,080.00	£10,091.92	-£11.92
2030	<b>Expenses</b>			
/1	Office staff	£400.00	£509.81	-£109.81
/3	Councillors Travel	£200.00	£0.00	£200.00
/4	Chairman's Allowance	£75.00	£16.50	£58.50

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	Total	£675.00	£526.31	£148.69
2040	<b>Training</b>			
/1	Clerk/Staff	£600.00	£488.50	£111.50
/2	Councillors	£1,000.00	£80.00	£920.00
	Total	£1,600.00	£568.50	£1,031.50
2045	<b>Health &amp; Safety</b>	£100.00	£0.00	£100.00
2050	<b>Office and Admin Costs</b>			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£2,000.00	£922.00	£1,078.00
/3	Phone Charges	£700.00	£503.26	£196.74
/4	Broadband Charges	£400.00	£424.89	-£24.89
/5	Stationery	£350.00	£870.87	-£520.87
/6	Photocopier	£1,800.00	£1,549.35	£250.65
/7	Maintenance inc refuse collection	£500.00	£870.26	-£370.26
/9	Water Charges	£200.00	£210.64	-£10.64
	Total	£5,950.00	£5,351.27	£598.73
2055	<b>Public Works Loan repayment</b>	£6,940.00	£6,938.22	£1.78
2060	<b>IT Costs</b>			
/1	IT Support	£3,500.00	£1,682.29	£1,817.71
/2	IT Capital Expenditure	£2,500.00	£1,960.00	£540.00
/3	Website Costs	£350.00	£372.50	-£22.50
	Total	£6,350.00	£4,014.79	£2,335.21
2070	<b>Insurance</b>	£6,000.00	£5,798.28	£201.72
2080	<b>Petty Cash</b>			
/1	Postage	£100.00	£54.92	£45.08
/2	Other	£100.00	£2.50	£97.50
	Total	£200.00	£57.42	£142.58
2090	<b>Professional Fees</b>			
/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
	<b>Subscriptions</b>			
/1	DAPTC	£1,731.00	£1,730.57	£0.43
/2	SLCC	£370.00	£360.00	£10.00
/3	Others	£850.00	£1,449.56	-£599.56
	Total	£2,951.00	£3,540.13	-£589.13
2110	<b>Purchase of dog waste bags</b>	£250.00	£186.60	£63.40
2115	<b>Purchase of Kitchen Caddy Bags</b>	£2,000.00	£1,617.96	£382.04
2120	<b>Grants</b>			
/1/2	General Grants	£7,500.00	£6,300.00	£1,200.00
/3	CAB (section 142)	£1,000.00	£2,200.00	-£1,200.00
	Total	£8,500.00	£8,500.00	£0.00
2130	<b>Election Expenses</b>	£0.00	£0.00	£0.00
2140	<b>General &amp; Contingency</b>	£250.00	£750.76	-£500.76
2150	<b>Advertising and Publicity</b>	£600.00	£207.76	£392.24
2180	<b>Remembrance Day costs</b>	£800.00	£622.50	£177.50
2190	<b>Youth Club Funding</b>	£20,000.00	£20,000.00	£0.00
2195	<b>Service Devolution</b>	£0.00	£0.00	£0.00
2197	<b>CIL Expenditure</b>	£0.00	£3,241.00	-£3,241.00
2198	<b>Community Celebrations</b>	£400.00	£396.21	£3.79
2199	<b>Zettle card transaction fees</b>	£0.00	£47.66	-£47.66
	<b>Total Finance And General Purposes</b>	<b>£172,188.00</b>	<b>£169,765.97</b>	<b>£2,422.03</b>

**Environment Committee**

3010	<b>Fryer Field Maintenance</b>			
/1	General	£4,500.00	£4,073.51	£426.49
/4	Contractor fees	£10,000.00	£9,135.60	£864.40
	Total	£14,500.00	£13,209.11	£1,290.89
3020	<b>Pavilion Running costs</b>			
/1	Electricity	£1,500.00	£1,382.15	£117.85
/2	Water/sewage charges	£800.00	£941.49	-£141.49
/3	Maintenance	£5,400.00	£3,654.46	£1,745.54
/4	Legionella Testing	£1,500.00	£1,108.10	£391.90
/5	Phone/Broadband	£550.00	£403.43	£146.57
	Total	£9,750.00	£7,489.63	£2,260.37
3030	<b>Multi Use Games Area</b>			
/2	General Maintenance	£4,000.00	£677.00	£3,323.00
/3	Electricity	£500.00	£596.45	-£96.45
/5	Fund for additional MUGA	£10,000.00	£0.00	
	Total	£14,500.00	£1,273.45	£3,226.55
3040	<b>Fencing</b>	£2,000.00	£960.00	£1,040.00
3050	<b>Fryer Field Play Area</b>			
/1	Maintenance	£250.00	£4,777.19	-£4,527.19
/2	Safety Inspections	£450.00	£544.95	-£94.95
	Total	£700.00	£5,322.14	-£4,622.14
3060	<b>Oakhurst Play Area</b>			
/1	Maintenance	£250.00	£425.00	-£175.00
/2	Safety Inspections	£350.00	£544.95	-£194.95
	Total	£600.00	£969.95	-£369.95
3070	<b>Skatepark Maintenance</b>	£200.00	£94.95	£105.05
3080	<b>Play Equipment</b>	£4,000.00	£0.00	£4,000.00
3100	<b>Cemetery Costs</b>			
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65
/2	Water Charges	£50.00	£81.19	-£31.19
/3	Buy back of plots	£0.00	£180.00	-£180.00
	Total	£1,150.00	£1,084.54	£65.46
3110	<b>Cemetery Maintenance</b>			
/1	General	£1,500.00	£2,422.77	-£922.77
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£161.67	£188.33
/7	Refuse Collection	£850.00	£921.96	-£71.96
/8	Contractor fees	£7,100.00	£6,918.17	£181.83
	Total	£10,100.00	£10,424.57	-£324.57
3120	<b>Memorial Inspections</b>	£0.00	£0.00	£0.00
3140	<b>Petwyn Maintenance/Improvements</b>	£250.00	£82.23	£167.77
3150	<b>Allotments</b>	£750.00	£1,664.50	-£914.50
3160	<b>Tree Maintenance</b>	£3,000.00	£480.00	£2,520.00
3170	<b>Climate Emergency</b>	£500.00	£0.00	£500.00
4000	<b>Public Seats</b>			
/1	Maintenance	£300.00	£0.00	£300.00
/2	Purchase	£0.00	£0.00	£0.00
	Total	£300.00	£0.00	£300.00
4010	<b>Bus Shelters</b>	£500.00	£60.00	£440.00
4020	<b>Street Furniture</b>	£600.00	£77.91	£522.09
4025	<b>Speed Watch &amp; SID</b>	£500.00	£508.89	-£8.89
4030	<b>General</b>	£200.00	£0.00	£200.00

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4040	<b>Christmas</b>	£7,500.00	£12,721.49	<b>-£5,221.49</b>	9
4070	<b>Lengthsman</b>	£1,800.00	£1,401.40	£398.60	
4075	<b>Public Toilets</b>				
/1	Cleaning	£15,000.00	£13,022.06	£1,977.94	
/2	Maintenance	£5,000.00	£2,141.12	£2,858.88	
/3	Water/sewage charges	£3,000.00	£507.58	£2,492.42	
/4	Electricity costs	£1,000.00	£583.00	£417.00	
	<b>Total</b>	<b>£24,000.00</b>	<b>£16,253.76</b>	<b>£7,746.24</b>	
4076	<b>Car Park costs</b>	£150.00	£2,853.00	<b>-£2,703.00</b>	10
4090	<b>Dog Bins</b>	£650.00	£628.16	£21.84	
4095	<b>CCTV</b>				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£200.00	£166.00	£34.00	
	<b>Total</b>	<b>£200.00</b>	<b>£166.00</b>	<b>£34.00</b>	
4097	<b>Community Event Costs</b>	£5,000.00	£7,570.73	<b>-£2,570.73</b>	11
4098	<b>Fryer Field Development Plan</b>	£0.00	£0.00	£0.00	
4099	<b>Litter picking events</b>	£200.00	£0.00	£200.00	
	<b>Total Environment expenditure</b>	<b>£103,600.00</b>	<b>£85,296.41</b>	<b>£8,303.59</b>	
	<b>Monies for various earmarked funds</b>				
	<b>Total Expenditure</b>	<b>£275,788.00</b>	<b>£255,062.38</b>	<b>£10,725.62</b>	

- 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 and Banking service charges
- 5 CIL expenditure new benches on Petwyn to come from earmarked fund
- 6 Repairs to play surface
- 7 New cemetery noticeboards as approved minute no 25/095
- 8 Water charges, Pest control, grass cutting, rehanging of gate
- 9 Additional Christmas lights and tree at Pinehurst (budget excess to come form earmarked reserve)
- 10 Car park re-lining costs as approved minute no 24/258 and pot hole repairs
- 11 Overspend covered by income heading 1100/5

This report shows £11,767.95 income above projected budget at the end of the financial year.

This reports shows an underspend on expenditure of £10,725.62 at the end of the financial year

This equates to a surplus on the budget of £22,493.57

plus CIL expenditure of £3,241 and Christmas earmarked expenditure of £4,795.78

Making a total surplus of £30,530.35

***Recommended that the majority of this surplus be transferred to the Christmas Earmarked fund to top it back up and to ensure when the contract is due for renewal there are funds available***

General Reserves at 31.03.2026

Total Cash Assets (current, deposit and CCLA)	£261,186.25
Value of CCLA Property fund	£122,212.97
Less outstanding loan	<b>-£28,718.65</b>
Less earmarked funds	<b>-£177,803.38</b>
General Reserves	£176,877.19

General Reserves must be between 3 and 12 months total expenditure (these stand at 6.9 months expenditure)

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## **AGENDA ITEM 7d – CCLA Information**

The Public Sector Deposit Fund is providing a yield 3.68% as of 18<sup>th</sup> May 2026 (there has been a decrease in the yield over the past 12 months of around 1%)

The Property Fund is currently remaining stable and has increase very slightly at £2.81 per unit (as of 30.04.26). Note s is 1p less per unit than the same time last year.

A CCLA Property fund dividend payment for Jan, Feb and March of £1,501.23 was received on 30.04.26

**THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT**  
**Please note that meetings may be recorded**

**AGENDA ITEM 8 – Review Earmarked Funds**

Members are requested to review the earmarked funds and the general reserves to ensure they are adequate

<b>Earmarked Funds 2026/27</b>	<b>Starting Balances as at 01.04.26</b>	<b>To be added to fund from 26.27 budget (start April 2026)</b>	<b>Surplus Monies from 25.26 budget to be added to various funds</b>	<b>removed from earmarked fund</b>	<b>Money Spent during 2026.27</b>	<b>Funds added during the year</b>	<b>Total earmarked fund balances</b>
MUGA replacement grass	£56,500.00	£2,500.00					£59,000.00
New MUGA - new fund from April 2025	£10,000.00	£10,000.00					£20,000.00
Memorial Inspections	£1,800.00						£1,800.00
Play equipment	£35,265.00	£5,000.00					£40,265.00
Cemetery fund	£24,065.29						£24,065.29
Christmas decorations	£1,432.38						£1,432.38
Council Office maintenance fund	£720.11						£720.11
Election expenses	£500.00						£500.00
Staffing contingency/Pension Deficit	£6,800.00						£6,800.00
Capital Equipment Fund	£2,880.00						£2,880.00
Fryer Field Development Fund	£11,292.16						£11,292.16
Service Devolution fund	£5,813.74						£5,813.74
Homewatch - custodian of funds for 10 years, deposited 2019)	£1,000.00						£1,000.00
CIL monies	£19,734.70						£19,734.70
<b>Total</b>	<b>£177,803.38</b>	<b>£17,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£195,303.38</b>

**THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT**  
**Please note that meetings may be recorded**

**AGENDA ITEM 9 – Community Infrastructure Levy Report for 2025/26**

Members are asked to note the report below, which has been published on the Town Council website.

**Neighbourhood Portion of Community Infrastructure Levy (CIL) Report 2025/2026**

1. Total CIL receipts for the reported year  
£0.00
2. Total CIL expenditure for the reported year  
£3,241.00
3. Summary details of CIL expenditure during reported year  
CIL funds were used to purchase two new benches.
  - a. The items to which CIL has been applied:  
Benches (Street Furniture)
  - b. The amount of CIL expenditure on each item:  
£3,241 – 2 x Benches
4. Details of any notices received in accordance with regulation 59E (recovery of unspent CIL receipts):  
None
  - a. Subject to notices served in accordance with regulation 59E during the reported year  
None
  - b. The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year  
None
5. Total Amount of:
  - a. CIL receipts for the reported year retained at the end of the reported year  
£0.00
  - b. CIL receipts from previous year retained at the end of the reported year.  
£9,415.49

# AGENDA ITEM 10 – Internal Audit Report

Attached is the final report from the internal auditor for your reference. No recommendations were highlighted.



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.  
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

22 April 2026

**The Town Clerk/ Responsible Finance Officer  
West Moors Town Council  
4 Park Way  
West Moors  
BH22 0HL**

Dear Judi

## **West Moors Town Council – Final Internal Audit Review 2025-2026 and Year End procedures**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor’s Report on the 2025-2026 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- ‘Governance and Accountability for Local Councils – A Practitioners’ Guide (England)’ 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is a final audit in 2025-2026 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The Town Clerk has also provided AdvantEdge view access and back-up information for the period from October 2025 to March 2026 to support the current governance and financial management position of the Council. Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 and the ICO Publication Scheme from the Council’s website.

.....

As an interim internal audit review in 2025-2026 has been carried out and we will use information already recorded from this review to complete the internal control objectives on the (AGAR) Internal Audit Report.

Where this is necessary, we will complete the AGAR Annual Internal Audit Report on evidence already recorded from the previous visit. This is acceptable practice for the External Auditor.

We are pleased to report that the Town Council remain proactive in their approach to provide service to their community.

We are pleased to report that the Town Clerk continues to provide an excellent service to the Council to ensure the financial management and governance of the Town Council comply with the requirements of the Accounts and Audit Regulations 2015 and the Practitioners Guide 2025.

We have noted that the financial health of the Town Council has been assessed by the Town Clerk to ensure the budget and precept requirements for 2026-2027 will provide sufficient funds for projects but also to have the use of sufficient general reserves to pay contractors and suppliers.

The Town Council has approved an upgrade of the website. Work in progress continues to ensure better retrieval of information and functionality which will comply with the IT and Data Compliance Assertion 10 detailed on the Governance Statement 2025-2026.

We discussed in more detail with the Town Clerk the requirements of the new Assertion 10 to be added to the Annual Governance and Accountability Return 2025-2026 on IT and Data compliance.

We are pleased to report that:

- *staff and Councillors are using the correct email extension of .gov.uk.*
- *an IT Policy has been produced and approved by the Town Council and is displayed on the website.*
- *An accessibility statement is uploaded on the website to comply with the rules to meet the new WCAG 2.2 AA standard for website accessibility is in place.*
- *An ICO Publication Scheme template for Town Councils has been uploaded to the Town Council website.*

We discussed the need to ensure regular staff and Councillor training on Data Protection and that this should be recorded in the Minutes of the Town Council.

A data audit should become a regular routine to ensure that the principles of keeping relevant and up to date data is reviewed on a regular basis.

**All these requirements become mandatory from the 01 April 2026.**

We have noted the potential assets transfers from Dorset Council of the Spinney, Weavers Close, and Fryer Field. We discussed with the Town Clerk that the Town Council must be mindful of their capacity to receive these and future asset transfers as to ensure both future budget and resourcing to manage these in future years.

As part of this final Internal Audit Review, we checked:

**Bank Reconciliations**

- the Bank Reconciliation at 31 March 2026 was re-performed and no errors were noted.

**Income and Expenditure including, PWLB Loan, Petty Cash and VAT reimbursements.**

- all income and expenditure items as at 31 March 2026 were confirmed, and details are accurate to the records held by Council.

**Town Council Minutes**

- Minutes of the Council were checked for approvals and decisions made and approval of payments was checked for October 2025 to March 2026.

**Risk Assessment 2025-2026**

- The Risk Assessment was approved by the Town Council on the 25 September 2025 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2025) is met.

**Asset Register**

- The Asset Register at 31 March 2026 was reviewed and additions and disposals for 2025-2026 were agreed at the full Town Council meeting on 30 October 2025.

**End of Year Procedures 2025-2026**

A full check was carried out on the End of Year documentation provided by the Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2024-2025 and 2025-2026 shown on Section 2 of the AGAR as required by the External Auditor.

The 2025-2026 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2025.

This includes the Internal Auditor being shown evidence that the posting of the notice on the website was done at least one clear day before the 30-working day period begins.

*(Audit Note; We are pleased to report that the Town Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulation 2015).*

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

The Town Council are subject to an intermediate review by the External Auditor and need to submit 2025-2026:

- Copy of prior year notice of completion (2024-25) of the external auditor's work on the annual return, and evidence of its publication (such as a web address and dates of documents being added).

*(Audit Note: We have discussed with the Town Clerk that due to the changes to upgrade the Town Council website it is not possible to provide evidence of the date the Conclusion and Audit Notice 2025 that was uploaded to the website before the 30 September 2025. We recommend that Council should inform the External Auditor of the changes made to upgrade*

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*the website and the reason why this information is not available. It should also be noted that this does not change my opinion for the Annual Internal Audit Report 2025-2026)*

This report should be circulated for the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

**Finally**

As this is my last internal audit review for the Town Council before handing over to a new Internal Auditor for 2026-2027, I should like to take the opportunity to thank you for your help and support in the time that I have provided the Internal Audit Service to the Town Council.

I wish the Town Council well for the future.

Yours sincerely,  
Tim Light FMAAT, AATQB  
Internal Auditor.

## **AGENDA ITEM 11 – Bank Mandate**

By having this agenda item it gives the opportunity to review which councillors will be on the bank mandate for each account.

Current signatories on the Bank Mandate for Lloyds

Cllr Yeo

Cllr Wilkes

Cllr Way

Cllr Senior

Cllr Hawkes

The Clerk/RFO

Assistant to the Clerk – to produce payment list only in the absence of the clerk

Current signatories on Mandate for the CCLA Deposit account

Cllr Yeo

Cllr Wilkes

Cllr Hawkes

The Clerk/RFO

Current signatories on Mandate for the CCLA Property Fund mandate

Cllr Yeo

Cllr Hawkes

The Clerk/RFO

The current signatories have worked well over the past 12 months.

## **AGENDA ITEM 12 – Direct Debit List**

Many payments to regular suppliers are now paid by Direct Debit

To Approve the continued use of variable direct debit for the payment of the following:

### **1<sup>st</sup> Connect**

Council Office line rental and phone charges

Pavilion Line rental

Pavilion Broadband charges

Parish office broad band charges

All monthly

### **British Gas**

Pavilion/Fryer Field electricity charges - monthly

Floodlight electricity charges - monthly

Parish Office electricity charges - monthly

Public toilets electricity charges - monthly

### **Source for Business**

Water supply – Allotment – 6 monthly

Water supply – Council Office – 6 monthly

Water supply – Fryer Field – 6 monthly

### **BNP Paribas (quarterly)**

Photocopier lease

### **Public Works Loan Board**

Loan repayments paid in May and November

### **Information Commissioner's Office**

Annual subscription renews in November

### **Sage**

Payroll software monthly subscription

### **Microsoft 365**

Annual Subscription renews in December

### **Norton Anti Virus**

Annual Subscription renews in April

### **Civic.ly asset management software**

Monthly subscription

### **Lloyds Bank**

Monthly service charge

### **Mailchimp**

Monthly subscription

## **AGENDA ITEM 13 – Accounts for Payment**

List of payments to be approved at the meeting

## **AGENDA ITEM 14 – Review Policies and Procedures**

### **Agenda Item 14a – Terms of Reference**

Members are asked to review the Terms of Reference to ensure that they still meet the needs of the Council

<https://www.westmoors-tc.gov.uk/ UserFiles/Files/Documents/Protocol%2005%20-%20Terms%20of%20Reference%20-%20adopted%2026.02.09-%20reviewed%2020.03.2025.pdf>

## **AGENDA ITEM 15 – Grants**

### **15a – Natalie Schumacher**

Grant to an individual for volunteering Trip to Kenya

Dear Judy,

I am Natalie Schumacher, I'm 15 years old and I'm a student at Ringwood School in year 11. After speaking with David Shortell on Saturday morning I was recommended to contact you about a trip to Kenya that my school has organised. This trip would take place on the 3rd July 2027 and will be for 21 nights volunteering in a school in Nakuru. We would volunteer from Monday to Friday during the school hours. We will support the school by teaching lessons and coaching sports and also with the renovating of the buildings. On the weekends we will have the opportunity to explore the Kenyan culture, such as the Masai Mara Weekend where we will go on a Safari and spend the night with the tribe, the Taste of Kenya Day where we will cook and eat local food, and visiting an elephant orphanage where we will help with feeding the baby elephants. We will also have a lesson in Swahili.

The main objective for this trip is to provide vital support and education for children that would otherwise be working in the nearby landfills from incredibly young ages. This trip will be an amazing opportunity to get out of my comfort zone, build teamwork and social skills whilst also improving my confidence and independence. It would also be a great way to experience a different culture, open my eyes to the realities that some people live in whilst also make a huge difference to their lives. To say it simply it would be a dream come true.

The total cost for this trip is £4383, and this would have to be paid in three instalments and a deposit. The deposit is £245 and it is needed by the 13th April, the first instalment is £1380 and it's needed by the 15th July 2026, the second instalment is £1380 and it's needed by the 15th November 2026 and then the final instalment is £1378 and is needed by the 15th April 2027. I will have to fund the whole trip by myself as my parents are not in the financial position to help me. I will try to fundraise as much as I can but it will be virtually impossible to raise this amount by myself in only a year. Therefore, if the council could provide any support that would be greatly appreciated.

Here is the link to the website who my school is partnering with for this trip for your information:  
<https://www.african-adventures.co.uk/ringwood/>

I also have a go fund me page that might help if you know anyone that could sponsor me:  
<https://gofund.me/8d6483394>

Many thanks,  
Natalie Schumacher

# 15b – Dial A Ride

Grant Application for Dial a Ride Wimborne



## 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.

Name of Organisation	Dial A Ride Wimborne Charity No. 1216201 15/12/25 formerly Vision Wimborne Dialaride
Name and Address of Applicant	Penny Martin Dial A Ride Wimborne Allendale House Hanham Road Wimborne BH21 1AS
Position in Organisation	Chairman / Trustee
Telephone number (home)	REDACTED
Telephone number (work)	REDACTED
Description of the project	<p><b>Dial A Ride Wimborne helps to meet the transport needs of local people with limited mobility. We serve clients mainly in Wimborne, Colehill, Ferndown and West Moors but will cover East Dorset, Merley, Broadstone and Corfe Mullen. We own and operate three cars, each specially adapted for wheelchairs.</b></p> <p><b>A "donation" is made when the client travels. It is designed to cover fuel costs and a small overhead charge. As all the drivers and office staff are volunteers the overheads are low. We also apply for annual grants from local organisations and councils (e.g. Wimborne, Colehill, and Corfe Mullen and Ferndown to assist the day to day expenses.)</b></p> <p><b>When a car needs replacing (on a rolling four or five year basis) we apply for larger grants or funding to aid the replacement</b></p>
Estimated total cost of the project	The grant is to offset running costs
Amount requested from The Town Council	£750.00
Why is the project important to your club/organisation?	<p>Without grants awarded by local town councils our running costs would be higher and we would have to charge more for our journeys.</p> <p>Our "donation/charges" are generally less than 50% of the equivalent taxi fare so aid those less able to meet taxi fare costs. As the majority of our clients are disabled, elderly or vulnerable this enables them to attend necessary appointments at hospitals,</p>

About your organisation

To provide affordable transport to the residents of East Dorset, that would not otherwise be able to attend necessary appointments or social engagements

What are the objectives of your Club/organisation?

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

The total number of trips in the 12 months to 31/12/2025 was 2137 of which Wimborne, Colehill, Ferndown & Merley residents accounted for 1509 and West Moors for 21 and 607 for the other outlying areas .

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

The main users of DAR services are;- Wimborne residents trips account for 35% (Wimborne MTC regularly award grants to DAR, as does Colehill PCC 9% of trips, Ferndown 19%, Merley 8% ) and West Moors 1% are significant users too.

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

Our services are listed on the Dorset for you website with the Local Authority as well as posters and leaflets in libraries, surgeries and local supermarkets. Often clients and volunteers

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

Without our services many of the local residents of the areas we cover would be disadvantaged as they are unable to use bus services and taxis are too expensive for them.

What facilities are available for the disabled in your organisation?

All three cars are wheelchair enabled, and we can also take carers and family members as well as the client. We can also carry mobility aids, zimmer/ walkers/ shoppers and mobility scooters. We have also carried hearing aid dogs and dogs for the blind along with their user

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	If refused, reason for refusal
Ferndown Town Council	1000			Applied 2026
Wimborne Town Council	1500			Applied 2026
Colehill Parish Council	1000			Applied 2026
Corfe Mullen Parish Council	500			Applied 2026
Digby Charity	5000			Contribution to new car purchase
Valentine Trust	10000			Contribution to new car purchase

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

We operate on receiving grants , donations/ bequests and nominal charges from our clients based on mileage costs to and from their destination any grants received help defray expenses. We are applying for additional funding for the capital purchase of a replacement wheelchair adapted car costing in the region of

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

As stated, all grants received enable us to keep our fare costs down. We do not aim to make a profit, but break even, with a small surplus which may cover increases in operating costs e.g rising fuel prices, car expenses , rent, telephone, etc. All the staff are volunteers and receive no remuneration hence we can keep our running costs down. At the ned of the year we transfer funds to a replacement car fund , and car depreciation

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

This is not a one off project, this is for day to day running expenses

Please note that we did not apply for any council grants in 2025, as we were in the process of applying in our own right for

How will any additional costs be covered?

Already explained above

## **AGENDA ITEM 16 – Correspondence**

1. Nothing to report

## **AGENDA ITEM 17 – Staff Matters**

Sickness report: No sickness since last reported

Overtime report: Since last reported: extra hours worked at the Fun Run to be paid

Annual Leave:

No long periods of leave have been booked.