

WEST MOORS TOWN COUNCIL

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



Dear Councillor

You are summoned to attend the **MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 30th APRIL 2026** at **7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

22nd April 2026

Cllr Mrs R Burke – Chair
Cllr J Staig– Vice Chair
Cllr D Green Cllr M Hawkes Cllr Mrs C Holmes Cllr J Randall
Cllr T Salt Cllr Mrs N Senior Cllr D Shortell Cllr C Way
Cllr K Wilkes Cllr Mrs P Yeo

COUNCILLORS ARE INVITED TO VISIT THE YOUTH CLUB AT 6:45pm TO SEE THE WORK THEY HAVE BEEN DOING.

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public](#) (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
3. [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
4. [To Approve and Sign the Minutes of the Town Council meeting held on Thursday 26th March 2026 \(pages 3448-3450\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
 - a) [Planning Consultative committee](#) 02.04.26 (pages 3451-3453)
 - b) [Planning Consultative committee](#) 23.04.26 (to follow)
6. [To Approve and sign the report of the Annual Town Assembly held on the 16th April 2026.](#)
7. [To Receive Report from Dorset Councillors](#)
8. [To Receive Clerks report](#)
9. [To Approve Accounts for Payment](#)
10. [To Complete Form – Conflict of Interests with BDO](#)
11. [To Approve Annual Governance Statement and Statement of Accounts \(AGAR\) for 2025/26](#)
12. [To Discuss and Comment upon Boundary Commission Review](#)
13. [To Receive Update on Fun Run plans](#)
14. [To Receive update on West Moors Westival plans](#)
15. [To Receive Information from Members](#)
16. [To Receive Correspondence](#)

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AGENDA ITEM 1 – Apologies for Absence

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

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

AGENDA ITEM 2 – Questions from Members of the Public

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

AGENDA ITEM 3 – Declarations of Interests

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

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

AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 26.03.26

3448

WEST MOORS TOWN COUNCIL

MINUTES of the TOWN COUNCIL MEETING held on Thursday 26th March 2026 in
The Pavilion, Fryer Field at 7:30pm.

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

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk

APOLOGIES: Cllr D Green Cllr M Hawkes Cllr T Salt
Cllr C Way Dorset Councillor A Skeats
(reasons for apologies were noted)
Under LGA 1972 S85(1) members approved the long-term absence of Cllr
Hawkes.

25/333 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

**25/334 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

**25/335 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 26th February 2026**
Having been circulated, the minutes on pages 3437-3441 were agreed, adopted and
signed.

25/336 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Environment Committee** held on the 12th March 2026, pages
3442-3443 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Finance and GP Committee** held on the 19th March 2026, pages
3444-3447 as circulated, was confirmed, adopted and signed.
Recommendation 25/330a was RESOLVED: Voting: unanimous
Recommendation 25/330b was RESOLVED: Voting: unanimous

25/337 DORSET COUNCILLOR REPORT
Members received a written report from Dorset Councillor Shortell on the new booking
system for the household recycling centres.
A copy of the full report is available in the council office.

25/338 TO RECEIVE TOWN CLERKS REPORT

1. Asset Transfers: No new information available
2. Civic.ly software: An induction has been completed by the office staff and the
groundsman and the process of adding assets has begun. Once fully operation
members will receive a demonstration of the software.
3. Email: The current council email system was unavailable for over 5 days, due to this
incident the council emails will be moving to another company to host. Details will be
provided of how to continue to access councillor emails.

25/339 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3450 of these minutes. (Cllr's Yeo and Wilkes to authorise the electronic payments)

Voting: unanimous

25/340 NEW WEBSITE

Members discussed options for a new website, two quotes had been received for an upgraded website that is and fully compliant.

After discussion it was

RESOLVED that the West Moors Town Council website be redeveloped by Aubergine with various add-ons for allowing payments to be taken through the website. It was also agreed to include a new branding document with updated logos etc, Council will consider these once they have been produced.

Voting: unanimous

Members also agreed that some of the budgeted funds for the website could be used for professional photography to enhance the website experience for visitors.

25/341 COUNCIL OFFICE SATURDAY OPENING

Members discussed the continuation of opening the office on a Saturday morning for one hour by councillors. It was noted that many of these sessions now do not have any residents coming in.

After debate it was

RESOLVED that as of the 1st April the councillors will no longer open the office on a Saturday morning due to the lack of use of the service. The Council office will remain closed on Saturdays.

Voting: unanimous

25/342 STATEMENT OF REASONABLE EXPECTATIONS

Members discussed the Statement of Reasonable Expectations (SoRE) written by the DAPTC in association with Town and Parish Clerks to aid a better working relationship with Dorset Council.

The SoRE has been approved by Dorset Council and the DAPTC hope the document gets adopted by Town and Parish Councils at their AGM in May.

Members debated the usefulness of this document and voiced reservations that it would actually have any impact on the relationship between Dorset Council and Town and Parish Councils.

A couple of amendments to the documents were pointed out, the clerk to inform the DAPTC of these.

After discussion it was

RESOLVED that West Moors Town Council agree that the DAPTC representatives can vote to accept the Statement of Reasonable Expectations at the DAPTC AGM.

Voting: 7 for, 1 against

25/343 FUN RUN PLANS

Members received an update on the progress of the fun run.

25/344 WESTIVAL UPDATE

Members received an update on Westival planning.

25/345 INFORMATION FROM MEMBERS

Cllr Mrs Yeo: Reported on her attendance at the Dementia Action Group meeting and that the Chair of the group would be stepping down.

Cllr Mrs Burke: reported that she had been in contact with the police and crime commissioner about the speed camera in Station Road, and that there was ambiguity regarding ownership of the camera.

Also, that a resident had contacted her about having a defibrillator at the entrance to the Plantation in Elmhurst Road. This will be a future agenda item for consideration.

25/346 CORRESPONDENCE

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

The Chair declared the meeting closed at 20:21 hrs.

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

SIGNED DATE
Chair

Payment list dated 26.03.26			
Payment method	Invoice amount	Invoice date	Details
EB 27.03	£510.00	25.03.26	JDC Cleaning - Oakhurst Play Area surface cleaning
EB 27.03	£119.98	23.03.26	Cloud Next Ltd - Email Hosting
EB 27.03	£192.28	13.03.26	PTS Compliance - PAT Testing
EB 27.03	£132.97	26.03.26	Aquacare - Monthly water safety testing at Pavilion
TOTAL	£955.23		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 22.03	£20.03	22.03.26	Mailchimp - Monthly subscription
DC 17.03	£4.76	17.03.26	Meta - Facebook advertising for Fun Run
DC 23.03	£170.00	17.03.26	IPO - Trade Mark Application for Westival
Total	£194.79		

**AGENDA ITEM 5a – APPROVE PLANNING CONSULTATIVE COMMITTEE MINUTES
02.04.26**

3451

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 2nd April 2026 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

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

OTHERS PRESENT: Nadine Hancock, Assistant to Town Clerk

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

25/347 DECLARATIONS OF INTEREST
None

25/348 PUBLIC DISCUSSION PERIOD
None

25/349 TO CONSIDER PLANNING APPLICATIONS
Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:
Voting was unanimous unless stated otherwise.

P/FUL/2026/00847 - St Marys Ce Va First School Station Road West Moors BH22

OJF

Erect a single storey extension to existing Nursery.

No Objection

P/OUT/2026/01305 - 175 Heathlands House Station Road West Moors BH22 0HX

Erect two x 2no bedroom flats with a bike and bin store Access, Appearance, Layout and Scale.

WMTC object to the application due to overdevelopment. The Council feel the planned location is too small for this level of development and will have a negative impact on traffic and parking in an already very busy location.

P/HOU/2026/01388 - 7 Belle Vue Grove West Moors BH22 0EF

Proposed internal alterations with extensions to the rear and side, replacement of roof raising ridge height to accommodate new first floor living accommodation, replace single garage, new drive, turning/car parking spaces to the front aspect of private dwelling.

No Objection

P/NMA/2026/01437 - Stanford Lodge Three Cross Road West Moors BH21 6QW

Non-material amendment (for information only): Change of west end lower roof from hipped to gable end, including apex feature to new gable and consequent fenestration changes to planning approval P/FUL/2023/00234 Erect replacement single storey dwelling and garage following demolition of existing.

P/HOU/2026/01611 - 65 Glenwood Way West Moors BH22 0ET

Proposed single storey side and front extension

No Objection

25/350 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL**P/STA/2026/00369 - Land adjacent to The Avenue, West Moors & West Moors Pumping Station**

SECTION 37 notification for the replacement of 5 wooden poles

WMTC Comments

No Objection

Dorset Council Decision

Response Given

P/FUL/2025/05132 - 6 Priory Gardens West Moors BH22 0AF

Retain loft conversion to form shower room and additional living space

WMTC Comments

WMTC object to the conversion due to concerns about building regulations and lawfulness of the proposed development

Dorset Council Decision

Granted

P/FUL/2025/06942 - Ferndown Wayfarers Cricket Club, Dolmans Farm, Forest Links Road, Ferndown BH22 9PH

Retain construction of a permeable, stone aggregate hardstanding car park for up to 25 spaces, edged by a 300mm high wooden knee rail.

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/HOU/2026/00507 - 85 Glenwood Road West Moors BH22 0EW

Erect single storey rear extension (demolition of conservatory)

WMTC Comments

No Objection

Dorset Council Decision

Granted

25/351 NOTIFICATION OF PLANNING APPEALS

None

25/352 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:**

None

Tree Work

19 Glenwood Road, West Moors, BH22 0EN	DOES NOT REQUIRE CONSENT: (Tree Dead or Dangerous): Silver Birch: Remove decayed stem
Oakleigh 2A Riverside Road West Moors BH22 0LQ	REQUEST TO: Oak: Crown thin by 20%. Crown lift canopy by 4-5m. Cut back branches close to both properties to give clearance up to 3m
Land near 27 Spinners Close West Moors Ferndown BH22 0PN	DOES NOT REQUIRE CONSENT: (Tree Dead or Dangerous): Oak (Dead) - Reduce further to high monolith, retaining structural branching Oak (Dead) - Crown Reduction by - 2-3 ft
62 Pinehurst Road West Moors, BH22 0AP	DOES NOT REQUIRE CONSENT: (Tree Dead or Dangerous): Pine – Remove dangerous branches

25/353 CORRESPONDENCE
None

The Chairman declared the meeting closed at 19.10 hrs

The next meeting of the Planning Consultative committee is scheduled for the 23rd April 2026.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

**AGENDA ITEM 5b – APPROVE PLANNING CONSULTATIVE COMMITTEE MINUTES
23.04.26**

Minutes will be sent out separately for this meeting as not available at time of producing agenda.

AGENDA ITEM 6 – APPROVE REPORT OF THE ANNUAL TOWN ASSEMBLY 16.04.2026

WEST MOORS TOWN COUNCIL

REPORT of the ANNUAL TOWN ASSEMBLY

held on **Thursday 16th April 2026** held at 7pm In St Anthony's Church Hall

PRESENT: Cllr Mrs R Burke – Chair
Cllr J Staig – Vice Chair
Cllr D Green Cllr J Randall Cllr T Salt
Cllr Mrs N Senior Cllr Way Cllr K Wilkes
Cllr P Yeo

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)
Mrs Nadine Hancock (Assistant to the Clerk)
32 members of the public
35 members of public across the information stands

APOLOGIES: Cllr M Hawkes Cllr Mrs C Holmes Cllr Shortell

Information stands present:

East Dorset Craft Club
Home-Start Wessex
West Moors Memorial Bowls Club
Dorset Council - Trading Standards/Scams
West Moors Dementia Action Group
West Moors Horticultural Society
Citizen's Advice Bureau
West Moors Flower Group
West Moors Football Club
Castleman Community Larder
West Moors Singers
West Moors Scouts
Men's Shed
Dorset Waste
Community Switch
AfterReach Addiction Support Group
Lunch & Friendship Club
West Moors Girl Guides

The Chair, Cllr Rita Burke welcomed those present and explained the order for the evening:

The Town Councillors were thanked for having been in office for the past 12 months, in this voluntary, unpaid and sometimes challenging role. Their support has been appreciated.

The evening commenced with guest speaker, Mary van Collier, who gave a presentation on insights into Local Rivers and stories surrounding them.

Next, the Clerk presented information about West Moors Town Council's activities in the past year. These included:

- Bi-monthly litter picks with a wonderful group of volunteers.
- The Speed watch initiative continuing to make an impact on road safety
- EV Charger damage in Park Way car park
- Event held for the 80th Anniversary of VE Day
- Remembrance Day Parade
- Improved Christmas lights
- Work in the Cemetery
- Photographic Competition

- New Benches on the Petwyn
- Westival
- Explanation of the budget and council tax cost for the Town Council
- Support for the Youth Club
- Grants to outside bodies
- Strategic Plan
- E-newsletters
- Training of staff and councillors

There was an interval for refreshments and networking.

After the interval, the Town Council's plans for 2026//27 were relayed;

- First ever Fun Run on the 10th May
- WESTIVAL being held on Saturday 11th July
- Volunteer Afternoon in June
- Transfer of land from Dorset Council to WMTC
- Possible installation of new pedestrian crossing in Station Road
- New refreshed website
- Men's Shed

The Town Clerk again, welcomed comments and questions, and a few matters were discussed;

- Question regarding the speed camera on Station Road.
Cllr Salt informed those present that when the cameras were updated there was not enough funding to replace all the cameras, so only 10 in the worst-affected areas were upgraded. They cost £85,000 each to install and there is no funding to purchase more.
- Question about the land transfer in Weavers Close and what plans WMTC had for it.
The current plan is to maintain it as public open green space.
- Question about how to sign up for the Fun Run
The process was explained – tickets can be purchased via the West Moors Town Council website, and there are various posters around the town with QR codes to scan.
- Question regarding MoreBus and if Zone B could be extended to cover West Moors.
Have spoken to MoreBus in the past about the service in West Moors, but it is not financially viable for them to extend it. The Council would be happy to contact MoreBus again to discuss issues.
- Question about overgrown hedges impeding the footpaths.
Residents can report to the Town Council who will take pictures and then report to Dorset Council, who are the enforcement authority for this. Residents were also encouraged to report themselves via Dorset Council website.
- Question about the large amount of HGV's coming through Station Road.
It was explained that Station Road is classed as a distributor road and therefore Dorset Council are very unlikely to consider placing a weight limit or any other restrictions, such as traffic calming, on the road. Signage on the A31 is not helpful and Sat Navs often direct vehicles through West Moors because it is the shorter route to get to the Verwood area. The Town Council remain committed to improving road safety along Station Road and will continue discussions with Dorset Council.
- Question about the 20 is Plenty scarecrows in 2025
It was explained that this was organised by local Dorset Councillor and received mixed comments from people. It is hoped that the proposed new crossing by St Marys school will have a positive impact on speed.

- Question about having another Speed Indicator Device (SID) on Station Road as they seem to be a deterrent.
It was explained that any SID location has to be approved by Dorset Council as they control all the highway land. The cost of a SID is around £4,000 to purchase. A representative for the Elephant and Castle pub suggested that the Town Council could use their pub sign pole to put one on. The Council will look into this.
- Question about the very poor phone and internet signal in West Moors
It was explained that any issues with the internet had to be directed to the supplier of that service. The Town Council have recently discussed the poor mobile reception in West Moors and found that there was not a lot they could do about it and suggested that residents contact their operator to complain. Dorset Council recently installed equipment in the waste trucks to test mobile signals and a map of their findings can be found on the DC website.
- Question about investing the income made from Fryer Field into improving the football pitches.
It was explained that at the present time there are no plans to make any major improvements to the pitches, but happy to discuss this with football club.

The last part of the evening was the Good Citizen Award presentation.

The Vice Chair of the Council, Cllr Jim Staig, called out the nominees;

Lee Long – For his garden displays in Station Road
 Noel Karpinski – For his dedication to the Community Larder
 Lynn Smith – for working with children and the elderly
 Jo Breen – for her work with the Dementia Action Group
 Ken Burke – for his volunteer work in the cemetery
 Lynne Morris – for her work with the Dementia Action Group.

The winner was announced as Ken Burke for giving his time generously to help care for the West Moors Cemetery

There was note of thanks and the meeting was closed at 20:35 hrs.

SIGNED DATE
 Chair of the Council

AGENDA ITEM 7 – Dorset Councillor Report

Dorset Councillors D Shortell and A Skeats will give a report relevant to West Moors during the meeting.

Any written report received will be sent out prior to the meeting.

AGENDA ITEM 8 – Clerk’s Report

The Clerk’s report is an update of on-going issues as well as informing members of any other matters that do not require a decision.

1. Asset Transfers: No new information available
2. New Website: Planning for this has started, along with a branding package. Members had been asked to complete a questionnaire about a new logo.

AGENDA ITEM 9 – Accounts for Payment

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

AGENDA ITEM 10 – BDO conflict of Interest form

BDO LLP being the external auditor appointed by the government, require the Council to confirm whether they have any conflicts of interest with BDO LLP, such as knowing staff working there etc.

A copy of the form is shown below for your reference.
Members are requested to declare any interest as required.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

<i>Name of Smaller Authority</i>	<i>WEST MOORS TOWN COUNCIL</i>
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name JUDI WEEDON

Signed (Chair)

Print Name RITA BURKE

AGENDA ITEM 11 – Annual Governance Statement and Statement of Accounts (AGAR) for 2025/26

The Statement of Accounts is the position of the council's finances as of 31st March 2026. It is a statutory document that must be completed each year and sent to an external auditor for approval.

The Annual Governance statement and Accounting Statements are attached. Also attached is the section which has been completed by the internal auditor for your information.

The internal Auditor has checked and verified all the figures on the Accounting Statement.

The Section 1 Annual Governance Statement must be approved before the accounting statement is agreed and approved.

Section 1 the Annual Governance statement, members are requested to review the statements shown on the form below and mark yes or no to each item 1 to 10.

Members have previously received information about the new assertion 10 on Section 1.

Once completed section 1 requires the signature of the Chair.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WEST MOORS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.westmoors-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2, Accounting Statements.

The internal auditor, Tim Light, visited on the 22nd April and has signed and dated the Annual Internal Audit report section on the AGAR as shown below.

Annual Internal Audit Report 2025/26

WEST MOORS TOWN COUNCIL

www.westmoors-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

05/11/25 22/04/26 DD/MM/YYYY ENTIM LIGHT FMAAC, AATQB

Signature of person who carried out the internal audit

T. J. Light

Date

22/04/26

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

He has also checked and agreed the figures shown on Section 2, Accounting Statements.

Members are requested to approve Section 2 of the annual return, shown below. Once approved the Chair is required to sign the document.

Supporting documentation for the figures shown on the annual return are attached separately for information.

Please ask any questions relating to the year end figures.

Section 2 – Accounting Statements 2025/26 for


WEST MOORS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	211,265	234,268	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	183,444	221,148	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	100,018	66,508	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	95,682	105,833	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,938	6,938	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	157,839	142,166	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	234,268	266,987	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	229,700	261,186	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	867,579	876,209	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	34,529	28,719	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

 Date 09/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

30/04/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

The annual return and supporting documentation, including an explanation of any variances from last year figures, will then be sent to the external auditor BDO LLP via email.

As our expenditure/income is over £200,000 we also have to have an intermediate review, this includes providing evidence that the council reviews the bank reconciliations, along with copies of those statements, evidence that the notice of completion of audit form 2024/25 was published on the council website at the correct time.

There is a slight issue with providing evidence that the Notice of Completion of Audit was published on the website at the correct time.

The RFO had taken a screen shot of when the Electors Rights had been published as advised last year by the internal auditor as they were aware that the external auditor would be testing this in 2025/26, however the external auditor is testing that the Completion of Audit was published at the correct time (by 30th September). No screen shot of this was taken when it was uploaded to the website. The RFO has been in contact with the website provider to ask if they could produce evidence as to when the document was uploaded, however they changed servers in November so cannot provide the evidence required. They have sent an email explaining this which will be sent to the external auditor. This will not affect our audit conclusion, but it may be noted in the external auditor comments.

In future a screen shot will be taken whenever an audit document is uploaded to the website.

The Electors Rights to Inspect the accounts has been scheduled for 3rd June to 14th July (this is 30 working days and must include the first 10 working days in July). This is published on the website and noticeboards.

AGENDA ITEM 12 – Boundary Commission Review

Dorset Council have requested that the Boundary Commission for England reviews the electoral boundaries of Dorset Council.

Various information can be found on the DAPTC website, Dorset Council website and the Boundary Commission website.

<https://www.dorset-aptc.gov.uk/learning-development/events/the-local-government-boundary-commission>

<https://www.lgbce.org.uk/all-reviews/dorset#59676>

<https://www.dorsetcouncil.gov.uk/news/consultation-launched-on-review-of-local-election-boundaries-in-dorset>

Current figures for West Moors and Three-Legged Cross Ward

Parish	Parish Ward	Electorate 2026	Electorate 2032
Verwood	Three Legged Cross	1241	1299
West Moors	north	2587	2781
West Moors	south	3474	3718

2 Dorset Councillors covering 7302 electors

Average no of electors per Dorset councillor overall in Dorset is 3615 in 2026

Average no of electors per Dorset councillor overall in Dorset is projected to be 3931 in 2032

The figures for West Moors and Three Cross are well within the average figures.

Members are invited to make comments for formal submission by West Moors Town Council once they have reviewed all the relevant information.

AGENDA ITEM 13 – Fun Run Update

At the time of producing this agenda, we have sold 99 tickets, which has raised £389.50.

150 medals have been ordered so registration will be left open and hopefully we will be able to accept entrants on the day.

Medals are a wooden bee design with Moors Manor ribbon.

Wildflower seed packets are ready, and we have two large event flags.

A digital guide on pollinators has been emailed to all those who have purchased tickets.

The East Dorset Beekeepers will have a stall at the event, along with a coffee van.

The Youth Club will also be serving refreshments.

Parking field has been secured for £150

The event route is due to be marked confirmed and marked out week commencing 4th May.

We need more volunteers, so if you could spare an hour, it would be appreciated. Volunteers will be stationed around the course.

AGENDA ITEM 14 – Westival Update

All plans are progressing well.

We have received an additional £200 sponsorship from the Elephant and Castle Pub.

Work on the event programme is underway.

A trademark application for 'Westival' has been submitted and is going through the process with the Intellectual Property Office.

AGENDA ITEM 15 – Information from Members

An opportunity for brief verbal reports from members who have information relevant to West Moors.

Members are asked to produce a written report of attendance at meetings etc on which they are the Council representative. Please send this to the Clerk so it can be sent out with the agenda.

AGENDA ITEM 16 – Correspondence

The Good Councillor Guide to Website Accessibility emailed to members on 16.04.26