

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

WEST MOORS TOWN COUNCIL

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Tel: 01202 861044 Email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend the **ANNUAL MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 14th MAY 2026** at 7.30pm in the **Pavilion, Fryer Field** to transact the following business:

J Weedon

Judi Weedon
Clerk

7th May, 2026

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

AGENDA

- [To Elect the Chairman of the Council for the year May 2026 to May 2027.](#)
- [To Receive the Declaration of Acceptance of Office by the Chairman](#)
- [To Elect the Vice Chairman of the Council for the year May 2026 to May 2027](#)
- [To Receive Apologies for Absence](#)
- [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](#)
- [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
- [To Appoint Standing Committees as follows:](#)
 - Finance and General-Purpose committee (8 members)
 - Environment committee (8 members)
 - Planning Consultative committee (8 members)
 - Complaints Sub-committee (6 members)
- [To Appoint Working Party members and other Council groups/responsibilities as follows:](#)
 - Good Citizen Award Panel (3 members)
- [To Appoint Representatives of the Council to Outside Bodies](#)
- [To Approve and Sign the Minutes of the Town Council meeting held on Thursday 30th April 2026 \(pages 3456-3460\). To Receive any Matters Arising from them \(for information only\)](#)
- [To Receive Report from Dorset Councillors](#)
- [To Receive the Clerks Report](#)
- [To Approve the Accounts for Payment](#)
- [To Review Code of Conduct](#)

COUNCIL MINUTES ARE AVAILABLE TO VIEW AT www.westmoors-tc.gov.uk

15. [To Review Delegation Arrangements to committees, sub-committees and employees.](#)
16. [To Review Arrangements for Services provided.](#)
17. [To Receive Westival Update](#)
18. [To Receive Information from Members](#)
19. Correspondence

AGENDA ITEM 1 – Election of a Chairman

Nominations received for Chairman of the Town Council are:

Cllr Rita Burke: nominated by Cllr Penny Yeo, no seconder

Cllr Mrs R Burke has indicated that she is content to continue as Chair for the forthcoming year, she has however been Chair of the Council since May 2022 and Standing Order No 1 (ee) states:

‘Where a member of the Council has served as Chairman of the Council or a standing committee for 3 consecutive years or part thereof he shall not be eligible for nomination for a further period unless one year has elapsed.’

This Standing Order is not mandatory and therefore can be suspended if members wish for Cllr Burke to be Chair.

Cllr Staig has also expressed an interest in being Chair.

Nominations will be accepted at the meeting and if more than one person is proposed and seconded a vote will take place via secret ballot to elect the chair.

AGENDA ITEM 2 – Declaration of Acceptance of Office

The newly elected Chairman will sign his/her Declaration of Acceptance of Office before continuing with the meeting.

AGENDA ITEM 3 - Election of Vice Chairman

Nominations received for Vice Chairman of the Town Council are:

Cllr Jim Staig: nominated by Cllr Penny Yeo, no seconder

No other nominations have been received for this position.

Members will be required to elect a Vice Chair at this meeting.

AGENDA ITEM 4 – 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 5 – 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 6 – 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 7 and 8 – Standing Committee Members and other responsibilities

Each Councillor has been given their first and second choices for committee membership, for those who did not respond they have been placed on the same committees as they were on in 2025/26.

Standing orders state that a minimum of 8 members per committee with a quorum of 4, there is no upper limit to membership.

Some members have expressed an interest in sitting on all three committees (Cllr Yeo, Randall and Hawkes).

	Finance and GP	Environment	Planning Consultative	Complaints Sub-Committee
1	Cllr M Hawkes	Cllr Mrs R Burke	Cllr Mrs R Burke	Cllr Mrs C Holmes
2	Cllr Mrs C Holmes	Cllr D Green	Cllr D Green	Cllr D Green
3	Cllr J Randall	Cllr M Hawkes	Cllr M Hawkes	Cllr Mrs N Senior
4	Cllr Mrs N Senior	Cllr Mrs C Holmes	Cllr J Randall	Cllr J Staig
5	Cllr D Shortell	Cllr J Randall	Cllr T Salt	Cllr K Wilkes
6	Cllr J Staig	Cllr T Salt	Cllr Mrs N Senior	Cllr Mrs P Yeo
7	Cllr C Way	Cllr D Shortell	Cllr C Way	
8	Cllr K Wilkes	Cllr J Staig	Cllr K Wilkes	
9	Cllr Mrs P Yeo	Cllr Mrs P Yeo	Cllr Mrs P Yeo	
10				
	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 3 (from 6)</i>
	Good Citizen Award Panel			
	Cllr Mrs R Burke			
	Cllr Mrs C Holmes			
	Cllr K Wilkes			

AGENDA ITEM 9 - Representatives on outside bodies

Below is a provisional list of representatives, any vacancies can be decided during the meeting.

Position	No. of reps required	
DAPTC: Town and Larger Parish Committee	2	Cllr Keith Wilkes, Cllr Colin Way
Eastern Area Committee	2	Cllr Keith Wilkes, Cllr Colin Way
Youth Club Liaison Representative	1	Cllr Colin Way
Allotment Association Representative	1	Cllr Mrs Nicki Senior
Dementia Friends	1	Cllr Mrs Penny Yeo

AGENDA ITEM 10 – APPROVE COUNCIL MINUTES 30.04.2026

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WEST MOORS TOWN COUNCIL

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

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
Dorset Councillor A Skeats

APOLOGIES: Cllr Mrs N Senior Cllr J Randall Cllr C Way
(reasons for apologies were noted)

25/361 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

25/362 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)

None

25/363 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 26th MARCH 2026

Having been circulated, the minutes on pages 3448-3450 were agreed, adopted and signed.

25/364 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 2nd April 2026, pages 3451-3453 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Planning Consultative Committee** held on the 23rd April 2026, pages 3454-3455 as circulated, was confirmed, adopted and signed.

25/365 TO APPROVE AND SIGN THE REPORT OF THE ANNUAL TOWN ASSEMBLY HELD ON 16th APRIL 2026

Having been circulated, the report on was agreed, adopted and signed.
Dorset Councillor Skeats commented about the public questions in relation to the scarecrow competition. Dorset Cllr Shortell commented that apologies were not noted in the report from Cllr Skeats. It was explained that he was not formally invited to attend and therefore his apologies did not form part of the report.

25/366 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillor Shortell on the Local Plan consultation and new housing allocations policy.
A copy of the full report is available in the council office.
Cllr Skeats informed members that he has had discussions with Dorset Council about the speed camera along Station Road and that he had been talking to DC waste team about the issues of collections in Newcombe Road. He further reported that he was meeting with the Environment Agency to walk along Riverside Walk to discuss issues along this route and that he was dealing with a flooding matter on the outskirts of West Moors where land has had a solid surface installed without permission.

25/367 TO RECEIVE TOWN CLERKS REPORT

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 brief questionnaire about branding. It was reported that only 7 councillors completed this. A photographer will be taking a series of photographs and drone imagery for use on the website.

25/368 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3459-60 of these minutes. (Cllr's Yeo and Wilkes to authorise the electronic payments)

Voting: unanimous

25/369 CONFLICT OF INTEREST FORM - BDO

At the request of the external Auditor BDO LLP, a conflict-of-interest form was discussed and completed, and it was

RESOLVED that no councillors or staff had any conflict of interests with BDO LLP

Voting: unanimous

25/370 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS 2025/26

Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2025/26

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements.

- a) **RESOLVED that the Annual Governance Statement for 2025/26 be approved and signed by the Chair.**

Voting: unanimous

Members then reviewed the figures on the Accounting Statements, it was then

- b) **RESOLVED that the Accounting Statements for 2025/26 be approved and signed by the Chair. A copy of the Accounting Statement is attached to these minutes on page 3461.**

Members were informed of additional information required by the external auditor for an intermediate review as income/expenditure is above £200,000

It was noted that the Electors Rights has been scheduled for 3rd June to 14th July 2026

25/371 BOUNDARY COMMISSION REVIEW

Members having received all the information relating to the current Boundary Commission Review for Dorset Council

RESOLVED that West Moors Town Council did not wish to submit any comments to the Boundary Commission Review Consultation.

Voting: unanimous

25/372 FUN RUN PLANS

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

25/373 WESTIVAL UPDATE

Members received an update on Westival planning.

25/374 INFORMATION FROM MEMBERS

Cllr Mrs Yeo: Reported that she had been looking at various Local Council logos and that the DC logo is ranked highly.

Cllr Mrs Holmes reported on her attendance at a Dorset Council led webinar giving a Climate update.

Cllr Salt requested that consideration is given to repainting the Welcome to West Moors signs. He also reported on the Road Safety Team week of Action, providing statistics for drivers caught committing offences during the sessions.

Cllr Shortell reported on his attendance at the Memorial Hall AGM.

Cllr Staig reported that during a speed watch session he had the Police and Crime Commissioner with him.

Cllr Mrs Burke reported that she had attended the Verwood Civic Service and the Ferndown Civic Day, which she found very enjoyable. She further reported that she had been approached by the Youth Club team who have informed her that they no longer have the capacity to arrange the Carols on the Petwyn event.

25/375 CORRESPONDENCE

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

The Chair declared the meeting closed at 20:37 hrs.

The next meeting of the Town Council will be held on 13th May 2026 at 19:30hrs.

SIGNED DATE
Chair

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 24.04	£4,862.57	10.04.26	Staff Salaries - Month 1
Payment list dated 30.04.2026			
Payment method	Invoice amount	Invoice date	Details
EB 30.04	£1,214.00	01.04.26	Home Start Wessex - Grant as per minute 25/276
EB 30.04	£1,590.40	31.03.26	Terraforma - Grounds Maintenance for March 2026
EB 30.04	£613.52	31.03.26	Terraforma - Allotment grass cutting and other works (12 months)
EB 30.04	£1,681.68	31.03.26	Lengthsman duties (12 months)
EB 30.04	£839.80	01.04.26	Dorset Council - Cemetery business rates
EB 30.04	£1,152.00	02.04.26	Elite Playground Inspections - Annual playground inspections from April 2026 to March 2027
EB 30.04	£178.88	01.04.26	Dorset Council - Waste disposal March to April
EB 30.04	£367.36	08.04.26	Gallagher - Cyber Insurance
EB 30.04	£1,999.94	10.04.26	HMRC - Tax and NI - Month 1
EB 30.04	£1,783.88	10.04.26	Dorset Council - Pension Contributions
EB 30.04	£165.00	10.04.26	Southern Canopy Sales and Hire - Deposit for Gazebos for Westival
EB 30.04	£137.69	10.04.26	Aquacare - Pavilion water hygiene testing
EB 30.04	£1,482.60	13.04.26	Verwood Cleaning Services - Public toilet cleaning and pavilion for March/April
EB 30.04	£487.80	13.04.26	Personalised Gifts Online Ltd - Medals for Fun Run
EB 30.04	£110.00	10.04.26	ICCM - Annual Membership
EB 30.04	£50.79	07.04.26	Source for business - Water changes - public toilets - 06.03.26 to 05.04.26
EB 30.04	£131.40	13.04.26	Jaylee Refrigeration - Office Heating/ Air con annual service
EB 30.04	£487.50	22.04.26	Lightatouch - Internal Audit - year end
EB 30.04	£70.00	27.04.26	Mary van Coller - Annual meeting talk
EB 30.04	£1,791.14	27.04.26	DAPTC - Annual Membership
TOTAL	£16,335.38		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 15.04	£138.00	01.04.26	Starboard Systems - Monthly Civic.ly subscription
DD 21.04	£99.39	07.04.26	British Gas - Electricity charges - Pavilion
DD 09.04	£12.00	09.04.26	Sage - Payroll subscription
DD 18.04	£10.20	10.04.26	Lloyds Bank - Bank Charges
DD 14.04	£38.39	14.04.26	British Gas - Electricity charges - Public Toilets
DD 15.04	£67.69	15.04.26	British Gas - Electricity charges - Floodlights
DD 25.04	£130.20	01.04.26	1st Connect - Phone and broadband costs
DD 22.04	£19.77	22.04.26	Mailchimp - Monthly subscription
DD 11.05	£3,469.11	13.04.26	PWLB - Loan Repayment
DC 11.03	£9.60	10.03.26	Meta - Facebook advertising for Fun Run

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DC 06.04	£100.00	29.03.26	Canva - Annual Subscription to Canva Pro
DC 14.04	£89.99	13.04.26	Norton - Antivirus renewal (1 year)
DC 14.04	£22.00	14.04.26	Flag Co - New halyard for flag pole
DC 15.04	£50.00	15.04.26	Petty Cash top up from current account
DC 15.04	£10.50	15.04.26	Vinney's - Good Citizen Award trophy
DC 15.04	£28.92	15.04.26	Lidl - Refreshments for Town Assembly
DC 16.04	£11.99	16.04.26	Amazon - batteries for speed watch
Total	£4,307.75		

AGENDA ITEM 11 – 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 12 – Clerks 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. Please can you check your Register of Interests and let me know if they need updating, this needs to be done before the end of May. [Check your ROI here](#) or they are also available on the [Town Council website](#)
2. Please can members check the Bio on the Town Council Website and let me know if any changes are required. [Check your bio here](#)
3. The AGAR and supporting documentation were send to BDO LLP on 5th May 2026.
4. Members training: Please can all members consider training options provided by the DAPTC with special emphasis on the Data Protection essential training (as this will be required as part of the external audit for 2026/27), which can be completed at your own pace at home. Please let the Clerk know if you wish to register for any training on offer. <https://www.dorset-aptc.gov.uk/learning-development/councillor-development>
5. Standing Orders and Financial Regulations will be placed in the F&GP agenda for review later in the year.
6. Request for Defibrillator near the Plantation at the end of Elmhurst Road: The Forestry Commission has now had the opportunity to investigate this but due to the complexities of trying to get an electrical supply they feel that the logistics and costs would be too restrictive for them to consider installation.

AGENDA ITEM 13 – Accounts for Payment

A list of payments will be emailed out prior to the meeting for approval.

AGENDA ITEM 14 – Code of Conduct

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the Code of Conduct to ensure it is still fit for purpose.

[A copy of the Code of Conduct can be found here](#)

Recommendation

No changes have been issued to the Code by NALC.

The Code of Conduct is fit for purpose and requires no changes.

AGENDA ITEM 15 – Delegation arrangements

Review of Delegation Arrangements to Committees, Sub-Committees and Employees

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any delegation arrangements it might have for its Committees, Sub-Committees and Employees.

Delegation Arrangements to Committees

The Town Council operates with a committee structure, which has been in place for many years and has worked well. Each Committee operates within an agreed remit (terms of reference). Committees are Planning Consultative, Finance and General-Purpose and Environment.

Delegation Arrangements to Sub-Committees

The Town Council at present does not have any formal sub-committees. The Town Council generally operates with Working Groups that are established either by the Town Council or by a committee and meet as frequently as is required while a particular issue is considered. A Working Group reports back to either its parent committee or the Town Council on a regular basis or once the task has been completed. When the task of the Working Group has been completed the Working Group disbands.

At the present time the Town Council does not have any working parties in operation.

Delegation Arrangements to Employees

The Town Council delegates a range of tasks and responsibilities to various employees of the Council and these are clearly detailed in the Standing Orders and Financial Regulations.

Recommendation

The delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees and Employees as detailed above do not appear to require change for the 2026/27 Municipal year, hence the Town Council is requested to approve the report.

AGENDA ITEM 16 – Review of arrangements for services provided.

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any arrangements for services provided.

General Servicing Agreements

The Town Council has agreements in place with the following providers for essential services:

- Fire and Intruder Alarms – SafeZone Fire and Security
- Heating/Air-conditioning in Council office – Jaylee Refrigeration
- CCTV – SafeZone Fire and Security
- Fire appliances – Classic Fire
- Utilities contracts – Telephone (1st Connect), Broadband (1st Connect), Electricity (British Gas), Water (South West Water)
- Waste disposal – Dorset Council
- Water Hygiene Testing -Aquacare
- Sanitary waste disposal – South West Hygiene
- Photocopier - XCS
- Insurance - Gallagher
- Internal Audit – Mulberry Local Authority Services Ltd
- Monthly Play Inspections – Elite Playground Inspections
- Annual Play Inspections – The Play Inspection Company

Service Level Agreements

- a) Terrafirma Maintenance Southern Limited – Rolling contract for maintenance of Fryer Field, Cemetery and Petwyn
- b) Terrafirma Maintenance Southern Ltd – Rolling contract for Lengthsman services
- c) Verwood Cleaning Services – Rolling contract for public toilet cleaning
- d) Verwood Cleaning Services – Rolling contract for Pavilion cleaning

Should you wish to view any of the documentation referred to in this report, please contact the Town Clerk.

Recommendation

That the Town Council notes the arrangements currently in place.

AGENDA ITEM 17 – Westival Update

An update will be provided at the meeting

AGENDA ITEM 18 – Members Information

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.

Copy of report from Cllr Way re the Youth Club is attached separately.

AGENDA ITEM 19 – Correspondence

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