

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 JULY 2026 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Clerk

22nd July 2026

Cllr Mrs R Burke – Chair
Cllr J Staig– Vice Chair

Cllr D Green
Cllr T Salt

Cllr M Hawkes
Cllr Mrs N Senior
Cllr K Wilkes

Cllr Mrs C Holmes
Cllr D Shortell
Cllr Mrs P Yeo

Cllr J Randall
Cllr C Way

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 25th June 2026 \(pages 3486-3490\). 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](#) 09.07.26 (pages 3491 to 3493)
 - b) [Finance and GP committee](#) 09.07.26 (pages 3494 to 3500)
6. [To Receive Report from Dorset Councillors](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Approve new logo for the Town Council](#)
10. [To Receive Westival debrief](#)
11. [To Approve Councils Risk Management Statement](#)
12. [To Receive Information from Members](#)
13. [To Receive Correspondence](#)

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 25.06.2026

3486

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 24th June 2026 in
The Pavilion, Fryer Field at 7.30pm.

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk

APOLOGIES:

Cllr Mrs C Holmes	Cllr J Randall	Cllr K Wilkes
(reasons for apologies were noted)		
Dorset Councillor A Skeats		

26/7/071 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

**26/7/072 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

**26/7/073 TO APPROVE AND SIGN MINUTES OF THE ANNUAL TOWN COUNCIL MEETING
HELD ON 14th MAY 2026**
Having been circulated, the minutes on pages 3462-3466 were agreed, adopted and signed.

26/7/074 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 21st May 2026, pages 3467-3468 as circulated, was confirmed, adopted and signed.
- b. **The Report of the Environment Committee** held on the 21st May 2026, pages 2469-3471 as circulated, was confirmed, adopted and signed.
Recommendation 26/7/035 was RESOLVED *Voting: unanimous*
- c. **The Report of the Finance and GP Committee** held on the 28th May 2026, pages 3472-3480 as circulated, was confirmed, adopted and signed.
- d. **The Report of the Planning Consultative Committee** held on the 18th June 2026, pages 3481-3483 as circulated, was confirmed, adopted and signed.
- e. **The Report of the Environment Committee** held on the 18th June 2026, pages 2484-3485 as circulated, was confirmed, adopted and signed.
Recommendation 26/7/067 was RESOLVED *Voting: unanimous*

26/7/075 DORSET COUNCILLOR REPORT

Cllr D Shortell written report contained information on the Dorset Council Capital programme underspend, figures produced for the DC meeting show that although the 2025/26 programme was valued at nearly £200m actual expenditure only reached £75.7m.

Members asked Cllr Shortell to find out if the Town Council could put in a proposal to get some of the capital programme underspend for use in West Moors and to report back to the next meeting.

He further reported that DC will be using AI to assist with planning applications.
A copy of the written report is available in the Council office.

He then gave a verbal report about the proposed crossing in Station Road near St Mary's School and that it was now unlikely to be installed during the planned timeframe (over the school summer holiday period) due to easements not being in place.

Members expressed their extreme frustration and disappointment with Dorset Council over the crossing, that they appear to not be able to stick to deadlines and that it appears that it is the DC legal team that is holding matters up.

Clerk to ask the Memorial Hall if they have received any correspondence about the easement that needs to be in place and they requested that the Head of Legal, Grace Evans, be asked to attend a meeting to explain the situation.

26/7/076 TO RECEIVE TOWN CLERKS REPORT

1. Asset Transfers: email on the 8th June from DC stated, 'The Spinney & Weavers are sitting with our legal team, but once lawyers agree documents, I just have to get a signing and sealing form completed to complete the transfer.'
2. New Website: Work is progressing on the layout and design of the website, professional photography has now been received.
3. Verwood cleaning services have been contacted about providing a cleaner for the council office once a month at a cost of £40 per visit.
4. Dorset Council, Community Conversations. This initiative is a DC programme supporting their ambition to work more closely and effectively with communities across Dorset. In an initial meeting held in May, attended by Cllr Burke and myself, West Moors was clustered with Ferndown and West Parley. After a follow up briefing, DC wish for our cluster to be one of the first to meet.

The first meeting will be held In West Parley Community Hub on the 19th August from 1pm. It is envisaged that the clerk and a councillor attend this session, along with representatives from West Parley and Ferndown Councils as well as ward members and reps from other local voluntary organisations. More information will be disseminated when it is available. The second session will be in September.

5. Various complaints had been received about the horse drive through West Moors and the horse mess that was left behind. It was noted that the Elephant and Castle had cleared up most of the mess, but members suggested that that the landlady asked the patrons to be a bit more considerate of local residents and to not tie their horses to the War Memorial.

26/7/077 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3489-3490 of these minutes. (Cllr's Yeo and Hawkes to authorise the electronic payments)

Voting: unanimous

26/7/078 LICENCE FOR OAKHURST PLAY AREA

Members were asked to formally agree the licence for the play equipment at Oakhurst School between Dorset Council and the Heath Academy Trust. It was noted that these issues had been ongoing for many years and a licence was signed by the Town Council in 2023, but this was not progressed at Dorset Council so had lapsed. Members having sight of the new licence issued by the Heath Academy Trust

RESOLVED to sign the Play Equipment Licence relating to Oakhurst Community First School between Dorset Council and The Heath Academy Trust and West Moors Town Council.

Voting: unanimous.

26/7/079 ASSET REGISTER

Members reviewed the current asset register

26/7/080 DATA AUDIT

Members reviewed the data audit information.

26/7/081 MILEAGE RATES

HMRC recently increased the tax fee allowance for use of personal vehicles from 45 to 55p per mile.

It was

RESOLVED that WMTC increase the rates paid for use of a car on work business in line with HMRC to 55p per mile.

Voting: unanimous

26/7/082 TOWN COUNCIL LOGO

Members reviewed various designs for a new town council logo, none of which members felt were suitable. After discussion it was agreed to go back to the designer and ask them to produce 3 more designs as discussed.

26/7/083 WESTIVAL UPDATE

Members received verbal Westival update, which was noted.

26/7/084 INFORMATION FROM MEMBERS

Cllr Mrs P Yeo reported that there will be a dementia action group meeting on the 29th June

Cllr Mrs R Burke reported that someone had scattered ashes in the cemetery and this was prohibited, however the persons responsible could not be traced. She further reported that the yew hedging at the cemetery was looking good and growing.

Cllr Mrs N Senior requested that she receive an invite from the WMAHA to attend their committee meetings.

26/7/085 CORRESPONDENCE

Correspondence from a resident regarding the lack of bins outside Tesco Express. Members instructed the clerk not to follow this matter up.

The Chair declared the meeting closed at 20.17 hrs

The next meeting of the Town Council will be held on 30TH July 2026 at 19:30hrs

SIGNED DATE
Chair

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 08.06	£353.40	29.05.26	Bright Starz Buffets - Volunteer Afternoon Tea
EB 29.06	£5,414.18	11.06.26	Staff Salaries - Month 3
Payment list dated 25.06.2026			
Payment method	Invoice amount	Invoice date	Details
EB 26.06	£700.00	28.05.26	Natalie Schumacher - Grant
EB 26.06	£750.00	28.05.26	Dial A Ride Wimborne - Grant
EB 26.06	£2,158.00	13.04.26	Aubergine - development of new website
EB 26.06	£96.00	04.06.26	Aubergine - additional logo design work
EB 26.06	£1,638.11	31.05.26	Terrafirma - Grounds maintenance May
EB 26.06	£55.00	01.06.26	Pinehurst Community Church - Hall hire
EB 26.06	£70.00	02.06.26	Sally Ager - Singer for volunteer afternoon tea
EB 26.06	£54.40	01.06.26	XCS - Photocopy charges - 01.03.26 to 01.06.26
EB 26.06	£378.00	05.06.26	Abbas Cabins - Toilet hire for Westival
EB 26.06	£178.88	02.06.26	Dorset Council - Waste Collections
EB 26.06	£229.30	10.06.26	Dorset Council - Waste removal after football tournament (to be invoiced to Grange FC)
EB 26.06	£313.26	09.06.26	IMS Group - Distribution of Westival Programmes
EB 26.06	£2,163.14	11.09.26	HMRC - Tax and Ni - Month 3
EB 26.06	£1,861.90	11.06.26	Dorset Council - Pension Contributions - Month 3
EB 26.06	£425.00	12.06.26	Blandford Animal Farm - Westival entertainment
EB 26.06	£1,482.60	11.06.26	Verwood Cleaning Services - Public toilet and pavilion cleaning May/June
EB 26.06	£137.69	12.06.26	Aquacare - water hygiene testing
EB 26.06	£750.00	09.06.26	South Coast Adventures - Hire of Climbing wall for Westival
EB 26.06	£72.58	08.06.26	Source for Business - Water charges - Public toilets
EB 26.06	£50.00	16.06.26	Cole Management - Window Cleaning and Bus Shelter cleaning
EB 26.06	£200.00	16.06.26	Know Wander Art Club - Westival Children's Art tent
TOTAL	£13,763.86		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 25.05	£420.00	20.05.26	BNP Paribas - Photocopier lease
DD 15.06	£138.00	01.06.26	Starboard Systems - Monthly Civic.ly subscription
DD 09.06	£12.00	09.06.26	Sage - Payroll Software
DD 22.06	£48.92	02.06.26	Source for Business - Water charges - Allotments - 04.05.26 to 01.06.26
DD 22.06	£76.18	08.06.26	British Gas - Electricity charges - Pavilion
DD 22.06	£16.20	08.06.26	British Gas - Electricity charges - Floodlights
DD 26.06	£34.94	12.06.26	British Gas - Electricity charges - Public toilets
DD 16.06	£8.50	11.05.26	Lloyds Bank - Bank Charges
DD 25.06	£132.04	01.06.26	1st Connect - Phone and Broadband charges

DD 22.06	£20.24	22.06.26	Mailchimp - Monthly subscription
DC 01.06	£21.47	01.06.26	Lidl - Refreshments for Volunteer Afternoon Tea
DC 06.06	£76.00	03.06.26	StickerApp - Motors and More Stickers for Westival
DC 06.06	£8.00	06.06.26	Dunelm - New tea towels and spoons for office
DC16.06	£10.80	15.06.26	Meta - Westival Facebook Advert
DC 17.06	£2.62	16.06.26	Meta - Westival Facebook Advert
DC 22.06	£107.66	22.06.26	Amazon - Curtains for Pavilion
Total	£1,133.57		

**AGENDA ITEM 5a – APPROVE PLANNING CONSULTATIVE COMMITTEE MINUTES
09.07.26**

3491

WEST MOORS TOWN COUNCIL

MINUTES of the **PLANNING CONSULTATIVE COMMITTEE** held on
Thursday 9th July 2026 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm

PRESENT:

Cllr D Green	Cllr M Hawkes	Cllr J Randall
Cllr T Salt	Cllr Mrs N Senior	Cllr C Way
Cllr K Wilkes	Cllr Mrs P Yeo	

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk

APOLOGIES: Cllr Mrs R Burke
(Reasons for apologies were noted)

26/7/086 DECLARATIONS OF INTEREST
None

26/7/087 PUBLIC DISCUSSION PERIOD
None

26/7/088 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/HOU/2026/02739 - 29 Sarum Avenue West Moors BH22 0ND
Erect extension to side elevation
No objection

P/HOU/2026/02294 - 5 Queens Close West Moors BH22 0HW
Erection of a single-storey side extension and repositioning of the rear garden fence
No objection, but fencing must not restrict neighbour's view when pulling out onto road.

P/HOU/2026/03370 - 57 Moorlands Road, West Moors, BH22 0JN
Erect single storey rear extension, raise roof to create habitable accommodation at first floor level with dormers on each side and form gable ends to front and rear elevations and internal alterations
No objection

P/CLP/2026/03530 – 43 Moorlands Road, West Moors, BH22 0JN
Single storey rear extension
For information only - Certificate of Lawful Use

26/7/089 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

P/HOU/2026/01966 - 81 Glenwood Road West Moors BH22 0EW
Erect single storey rear extension and single storey garden store
WMTC Comments
No Objection
Dorset Council Decision
Granted

P/FUL/2026/01398 - 43 Glenwood Road West Moors BH22 0EN
Part 2-storey (the top of the stairs) and part single storey extension (to the lounge and the ground floor landing/exit for the stairs) to create a dedicated protected fire escape

staircase from the first floor of the care home, extend the lounge to allow access to the new staircase, and install a passenger lift internally.

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/PAED/2026/02502 - Nuts Landing Newmans Lane West Moors BH22 0LW

Erection of additional storey

WMTC Comments

N/A - For information only - for DC to determine whether prior approval is required

Dorset Council Decision

Prior approval refused. The proposed first floor extension, by reason of its scale, form and design, would result in a development with an incongruous external appearance that is not in keeping with the existing dwellinghouse

P/CLP/2026/02507 - Nuts Landing Newmans Lane West Moors BH22 0LW

Permitted development ground floor extension/s to a residential dwelling

WMTC Comments

N/A - For information only – Certificate of Lawful Proposed Use

Dorset Council Decision

Refused – Not lawful. Proposed extensions would extend beyond a wall which fronts a highway. Enlarged part of the dwelling house would be within 2 metres of the boundary and the height of the eaves would exceed 3 metres.

P/NMA/2026/03099 - Pinehurst Road Chapel, Pinehurst Road, West Moors, BH22 0AR

Non-Material Amendment to reduce width of sliding door from foyer and additional doors from main worship space, to planning permission 3/21/1307/FUL (Single storey front extension to existing church building to provide improved entrance and reception area.)

WMTC Comments

For information only – non-material amendment

Dorset Council Decision

Granted

P/HOU/2026/02549 – 91 Pinehurst Road, West Moors, BH22 0AJ

Erect single storey rear extension to form family room

WMTC Comments

No Objection

Dorset Council Decision

Granted

P/NMA/2026/03170 – 197 Uplands Road, West Moors, BH22 0EZ

Non-material Amendment to change the brick porch to an open front wooden porch with two small brick side walls to planning permission P/HOU/2025/00971; Demolish garden room and porch and erect new garden room and porch

WMTC Comments

For information only – non-material amendment

Dorset Council Decision

Granted

26/7/090 NOTIFICATION OF PLANNING APPEALS

None

26/7/091 NOTIFICATION OF TREE MATTERS

Tree Preservation Orders:

None

26/7/092 Tree Work

<u>59 Oakhurst Road, West Moors, BH22 0DP</u>	REQUEST TO: Beech - Fell to ground level. Holm Oak - Reduce branches extending over the garden by approximately 2-3 metres. Oak - Reduce branches extending over the garden by approximately 2-3 metres.
<u>120 Pinehurst Road, West Moors, BH22 0AS</u>	REQUEST TO: Douglas Fir - Remove the lowest x 2 primary branches growing over the driveway.
<u>4 Riverside Road West Moors BH22 0LQ</u>	REQUEST TO: English Oak - Fell. Re-plant with 1x Quercus robur fastigiata 6-8 standard.
<u>49 Woolslope Road, West Moors, BH22 0PD</u>	REQUEST TO: Oak - Crown lift low branches up to 4m. Crown thin 20% any cross branches and epicormic growth. Reduce branches close to both properties to give a clearance of 3m.

26/7/093 CORRESPONDENCE

None

The Chairman declared the meeting closed at 19.13hrs

The next meeting of the Planning Consultative committee is scheduled for the 6th August 2026.

SIGNED DATE
CHAIR OF PLANNING CONSULTATIVE COMMITTEE

AGENDA ITEM 5b – APPROVE FINANCE AND GP COMMITTEE MINUTES 09.07.26

3494

WEST MOORS TOWN COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on
THURSDAY 9th JULY 2026 in the Pavilion, Fryer Field at 7.30pm.

PRESENT:

Cllr J Staig – Chair		
Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr Mrs N Senior	Cllr C Way	Cllr K Wilkes
Cllr Mrs P Yeo		

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr D Shortell
(reasons for absence were noted)

26/7/094 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

26/7/095 DECLARATIONS OF INTEREST/DISPENSATIONS
None

26/7/096 TO RECEIVE THE CLERK'S REPORT
1. All year end documents for the year end were submitted to the external auditor on the 5th May, the public rights period ends on the 14th July

26/7/097 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 30th June 2026, as attached on page 3496 of the minutes.
- b) Internal Controls: Members received income reports for May and June. Bank statements and petty cash up to 30th June have been inspected and checked by the Cllr J Staig.
- c) Members scrutinised and noted the Budget Comparison Report for the first quarter to 30.06.2026 as shown on pages 3497-3500
- d) CCLA Information was noted.

26/7/098 ACCOUNTS FOR PAYMENT
It was
RESOLVED that the accounts for payment be approved as attached on page 3498 of the minutes. Cllr's Senior and Wilkes to authorise the electronic payments.
Voting: Unanimous

26/7/099 POLICIES AND PROCEDURES

- a) **Financial Regulations**
Members reviewed the Financial Regulations it was agreed that no changes were required.

b) Standing Orders

Members reviewed that Standing Orders and it was
RECOMMENDED that the following amendments be implemented.

Section 1(ee). Paragraph is removed

Section 13(d) Paragraph is removed

Section 19(b) Wording changed as per Model SO to: A public contract regulated by the Public Contracts Regulations 2015 with Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

Section 19e Remove this section as no longer required

Section 19f Remove this section as no longer required

Section 19g Remove this section as no longer required

Voting: unanimous

c) Social Media Policy

Members reviewed the Social Media Policy and agreed that no changes were required.

26/7/100 CORRESPONDENCE

None

26/7/101 STAFF MATTERS

Members received:

- a) Sickness Report: The contents were noted
- b) Overtime Report: The contents were noted
- c) Annual Leave Report: The contents were noted

The Chairman declared the meeting closed at 19:44hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for
17th September 2026 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 30.06.2026

Amount in bank as at 31/05/26	£360,055.43
Income during June	£5,419.42
Expenditure during June	£21,060.15
Amount in bank as at	£344,414.70

Bank Reconciliation as at 30/06/2026

Current	£3,313.52
Deposit	£316,038.57
CCLA PSDA	£25,000.00
Petty cash	£11.94

	£344,364.03
Less outstanding payments	£0.33
Plus unrepresented receipts	£51.00

Total amount held in accounts	£344,414.70

Long Term Investment:

CCLA Property Fund	£120,835.44
(Nominal value at 31.03.2026)	

Outstanding Loan Amount

Public Works Loan	(£25,739.19)
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Financial Budget Comparison

Comparison between 01/04/2026 and 30/06/2026 (1st quarter)

		26/27 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£248,947.00	£124,473.50	-£124,473.50
1010	Interest - Deposit Acc	£2,000.00	£426.46	-£1,573.54
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£157.84	-£842.16
1025	Dividend - CCLA Property Fund	£5,000.00	£1,501.23	-£3,498.77
1030	General	£0.00	£0.00	£0.00
1032	Community Event Income	£3,000.00	£4,050.08	£1,050.08
1035	CIL Receipts	£0.00	£0.00	£0.00
1040	Sales - Dog Waste bags	£340.00	£77.50	-£262.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£552.75	-£1,947.25
1050	Insurance Claims	£0.00	£0.00	£0.00
1070	Grants	£0.00	£0.00	£0.00
1080	Youth Club (rent and water)	£200.00	£0.00	-£200.00
1090	Park Way ground rent and insurance charge	£300.00	£339.86	£39.86
Total Finance And General Purposes		£263,287.00	£131,579.22	-£131,707.78
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£784.84	-£3,215.16
/3	MUGA	£12,000.00	£1,219.00	-£10,781.00
/4	Other	£2,000.00	£1,033.12	-£966.88
	Total	£18,000.00	£3,036.96	-£14,963.04
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£1,539.00	-£3,461.00
/2	Interment	£12,000.00	£3,226.00	-£8,774.00
/3	Purchase Plot	£6,000.00	£3,411.00	-£2,589.00
	Total	£23,000.00	£8,176.00	-£14,824.00
1115	Allotment Rent	£2,000.00	£1,989.98	-£10.02
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£0.00	£0.00
Total Environment		£43,000.00	£13,202.94	-£29,797.06
Total Income		£306,287.00	£144,782.16	-£161,504.84
EXPENDITURE				
Finance And General Purposes Committee				
2000	Salaries	£82,542.00	£19,979.18	£62,562.82
2010	Employers Pension Contributions	£17,300.00	£4,118.88	£13,181.12
2020	Employers NIC	£10,100.00	£2,566.76	£7,533.24
2030	Expenses			
/1	Office staff	£500.00	£69.88	£430.12
/3	Councillors Travel	£200.00	£0.00	£200.00

/4	Chairman's Allowance	£75.00	£0.00	£75.00
	Total	£775.00	£69.88	£705.12
2040	Training			
/1	Clerk/Staff	£600.00	£0.00	£600.00
/2	Councillors	£750.00	£0.00	£750.00
	Total	£1,350.00	£0.00	£1,350.00
2045	Health & Safety	£100.00	£0.00	£100.00
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£2,500.00	£375.45	£2,124.55
/3	Phone Charges	£700.00	£111.53	£588.47
/4	Broadband Charges	£400.00	£108.51	£291.49
/5	Stationery	£350.00	£28.31	£321.69
/6	Photocopier	£1,800.00	£395.33	£1,404.67
/7	Maintenance inc refuse collection	£500.00	£146.18	£353.82
/9	Water Charges	£200.00	£0.00	£200.00
	Total	£6,450.00	£1,165.31	£5,284.69
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89
2060	IT Costs			
/1	IT Support	£3,500.00	£1,059.09	£2,440.91
/2	IT Capital Expenditure	£1,000.00	£129.17	£870.83
/3	Website Costs	£15,000.00	£3,224.00	£11,776.00
	Total	£19,500.00	£4,412.26	£15,087.74
2070	Insurance	£6,000.00	£367.36	£5,632.64
2080	Petty Cash			
/1	Postage	£100.00	£7.28	£92.72
/2	Other	£100.00	£0.00	£100.00
	Total	£200.00	£7.28	£192.72
2090	Professional Fees			
/1	Audit Fees	£2,000.00	£487.50	£1,512.50
/2	Legal Fees	£3,500.00	£1,692.00	£1,808.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£5,500.00	£2,179.50	£3,320.50
	Subscriptions			
/1	DAPTC	£1,800.00	£1,791.14	£8.86
/2	SLCC	£380.00	£0.00	£380.00
/3	Others	£1,400.00	£584.90	£815.10
	Total	£3,580.00	£2,376.04	£1,203.96
2110	Purchase of dog waste bags	£250.00	£62.20	£187.80
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£0.00	£2,000.00
2120	Grants			
/1/2	General Grants	£7,500.00	£2,664.00	£4,836.00
/3	CAB (section 142)	£1,500.00	£0.00	£1,500.00
	Total	£9,000.00	£2,664.00	£6,336.00
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£250.00	£30.00	£220.00
2150	Advertising and Publicity	£600.00	£40.32	£559.68
2180	Remembrance Day costs	£800.00	£0.00	£800.00
2190	Youth Club Funding	£20,000.00	£0.00	£20,000.00
2195	Service Devolution	£0.00	£0.00	£0.00
2197	CIL Expenditure	£0.00	£0.00	£0.00

2198	Community Celebrations	£1,000.00	£539.18	£460.82
4097	Community Event Costs (Westival)	£6,000.00	£4,956.47	£1,043.53
2199	Zettle card transaction fees	£0.00	£19.35	-£19.35
Total Finance And General Purposes		£200,237.00	£49,023.08	£151,213.92

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£3,000.00	£718.90	£2,281.10
/4	Contractor fees	£10,000.00	£1,542.52	£8,457.48
	Total	£13,000.00	£2,261.42	£10,738.58
3020	Pavilion Running costs			
/1	Electricity	£1,500.00	£249.49	£1,250.51
/2	Water/sewage charges	£800.00	£0.00	£800.00
/3	Maintenance	£6,500.00	£751.24	£5,748.76
/4	Legionella Testing	£1,500.00	£344.22	£1,155.78
/5	Phone/Broadband	£550.00	£98.31	£451.69
	Total	£10,850.00	£1,443.26	£9,406.74
3030	Multi Use Games Area			
/2	General Maintenance	£1,500.00	£0.00	£1,500.00
/3	Electricity	£700.00	£91.31	£608.69
/5	Fund for additional MUGA	£0.00	£0.00	£10,000.00
	Total	£2,200.00	£91.31	£2,108.69
3040	Fencing	£2,000.00	£0.00	£2,000.00
3050	Fryer Field Play Area			
/1	Maintenance	£500.00	£0.00	£500.00
/2	Safety Inspections	£500.00	£480.00	£20.00
	Total	£1,000.00	£480.00	£520.00
3060	Oakhurst Play Area			
/1	Maintenance	£500.00	£0.00	£500.00
/2	Safety Inspections	£500.00	£480.00	£20.00
	Total	£1,000.00	£480.00	£520.00
3070	Skatepark Maintenance	£400.00	£0.00	£400.00
3080	Play Equipment	£0.00	£0.00	£0.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£1,000.00	£839.80	£160.20
/2	Water Charges	£50.00	£0.00	£50.00
/3	Buy back of plots	£0.00	£0.00	£0.00
	Total	£1,050.00	£839.80	£210.20
3110	Cemetery Maintenance			
/1	General	£1,500.00	£10.14	£1,489.86
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£950.00	£238.29	£711.71
/8	Contractor fees	£7,400.00	£1,187.66	£6,212.34
	Total	£10,500.00	£1,436.09	£9,063.91
3120	Memorial Inspections	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£400.00	£446.55	-£46.55
3145	Open Green Space Maintenance	£2,000.00	£0.00	£2,000.00
3150	Allotments	£1,200.00	£33.85	£1,166.15
3160	Tree Maintenance	£3,000.00	£0.00	£3,000.00

3170	Climate Emergency	£500.00	£0.00	£500.00
4000	Public Seats			
/1	Maintenance	£1,000.00	£0.00	£1,000.00
/2	Purchase	£0.00	£0.00	£0.00
	Total	£1,000.00	£0.00	£1,000.00
4010	Bus Shelters	£500.00	£0.00	£500.00
4020	Street Furniture	£600.00	£75.93	£524.07
4025	Speed Watch & SID	£500.00	£9.99	£490.01
4030	General	£200.00	£0.00	£200.00
4040	Christmas	£7,500.00	£0.00	£7,500.00
4070	Lengthsman	£1,800.00	£0.00	£1,800.00
4075	Public Toilets			
/1	Cleaning	£15,000.00	£3,104.00	£11,896.00
/2	Maintenance	£5,000.00	£114.16	£4,885.84
/3	Water/sewage charges	£3,000.00	£172.73	£2,827.27
/4	Electricity costs	£1,000.00	£103.47	£896.53
	Total	£24,000.00	£3,494.36	£20,505.64
4076	Car Park costs	£2,000.00	£0.00	£2,000.00
4090	Dog Bins	£650.00	£0.00	£650.00
4095	CCTV			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£200.00	£0.00	£200.00
	Total	£200.00	£0.00	£200.00
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Litter picking events	£500.00	£0.00	£500.00
Total Environment expenditure		£88,550.00	£11,092.56	£87,457.44
Monies for various earmarked funds		£17,500.00		
Total Expenditure		£306,287.00	£60,115.64	£238,671.36

AGENDA ITEM 6 – Dorset Councillor Report

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

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

AGENDA ITEM 7 – Clerk's Report

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

1. Asset Transfers: no new information since last reported
2. New Website: Professional photography and drone imaging has been received and sent to the website designers. Officers now have access to the new website, Aubergine has added some content and officers are now adding the rest. Members will be informed before it goes live.
3. Council Office – Verwood Cleaning is now carrying out a monthly clean of the council office.
4. Pavilion - Call out to the Pavilion on the 2nd July at 20:30hrs as it had been left open by users.
5. Pavilion – New Curtains have now been installed.
6. Dorset Council Community Conversations –Cllr's Burke and Staig will be attending these sessions and have completed a pre meeting questionnaire.

AGENDA ITEM 8 – Accounts for Payment

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

AGENDA ITEM 9 – Town Council Logo

Attached separately are 4 logos for members to choose from.

A logo with a badger was tried but did not look good, so has not been pursued.

Members will be asked to choose one logo to represent the Town Council.

If the vote is tied the Chair will have the casting vote.

AGENDA ITEM 10 – Westival De-brief

Westival was a successful day, although footfall was notably down on previous years due to the high temperatures. Considering the heat, we felt it was well attended. Feedback from entertainment acts, stall holders and vendors was positive, with the organisation and community spirit being praised, as well as the amount of entertainment on offer compared to other local events. Suggestions for next year included a focused event 'arena', which we will consider.

£8123 was spent on the day overall.

£1515 was raised in sponsorship. Stall holder fees raised £1500, and vendor fees raised £738.10.

£577 was recouped on the Cash Raffle, and a further £188 from the Climbing Wall. Card payments from the Climbing Wall are yet to be reimbursed, but we estimate this to be a further £72.

This means the overall cost to West Moors Town Council was £3533.

Professional photographs of the event can be found on the Facebook page, and a post-event press release has been circulated to local news outlets.

AGENDA ITEM 11 – Risk Management Statement

Members are asked to review the risk management statement and approve.

Please note that this is a new more comprehensive version of the risk management statement as advised by the internal auditor.

WEST MOORS TOWN COUNCIL RISK MANAGEMENT STATEMENT 2026/27

Last Reviewed [date]

Likelihood:

- 1 IMPROBABLE OCCURRENCE
- 2 UNLIKELY OCCURRENCE
- 3 EVEN CHANCE/POSSIBLE OCCURRENCE
- 4 LIKELY OCCURRENCE
- 5 ALMOST CERTAIN OCCURRENCE

Severity (probable scale):

- 1 NEGLIGIBLE
- 2 SLIGHT
- 3 MODERATE
- 4 HIGH
- 5 VERY HIGH

Quantification Matrix (Likelihood X Severity = Risk Rating)

Risk Index Under 6 = Low Risk
6-12 = Medium Risk
13 + = High Risk

Item	Persons at Risk	Hazard	Likelihood	Severity	Risk LxS+	Control Measures in Place
<u>Financial and Business Risks</u>						
Precept	Councillors, Clerk and Public	▪ Consequential loss of income or overspend	1	2	2	▪ Quarterly review against expenditure and budget at F&GP committee

		▪ Precept inadequate	1	3	3	▪ General Reserves held to cover min 6 to max 12 month's expenditure
		▪ Precept requirements not submitted to Dorset Council time	1	1	1	▪ Precept agreed at Council January meeting and submitted to DC following the meeting
Financial Accounting	Councillors, Clerk and Public	▪ Inconsistency in accounts	1	3	3	▪ Bank accounts reconciled monthly and checked by chair of F&GP
		▪ Waste and misappropriation of funds	1	3	3	▪ Mandatory Annual External Audit ▪ Internal Audits at least twice a year ▪ Fidelity guarantee (£300,000) and legal expenses with Hiscox Insurance and officers liability ▪ Annual estimates and regular monitoring of expenditure against budget
Cash / Cheques	Councillors, Clerk and Public	▪ Loss through theft	1	3	3	▪ Fidelity guarantee and legal expenses with Hiscox Insurance ▪ Large amounts of cash kept in locked safe ▪ Minimise the use of cash income by using card payments (PayPal) ▪ Cash income reconciled monthly against payment software (PayPal) ▪ No cheques issued, all payments are electronic
Financial Controls and records	Councillors, Clerk and Public	▪ Financial irregularities	1	1	1	▪ All bank accounts reconciled month by Clerk/RFO
		▪ Accounts not up to date	1	2	2	▪ Maintain paper bank statements
		▪ Payments not supported by invoices, authorised and minuted	1	2	2	▪ Monthly review of reconciled bank statements by nominated councillor
		▪ VAT not reclaimed correctly	1	2	2	▪ Annual Internal and External audit

		▪ Section 137 expenditure not recorded correctly	1	2	2	▪ Financial Regulations to be implemented by Clerk and checked
		▪ Income not properly recorded and banked	1	2	2	▪ Council has General Power of Competence
		▪ Inadequate security over cash	1	2	2	▪ Debtors chased monthly
		▪ Inadequate records of debit card payments	2	2	2	▪ Procedure in place for Debit card payments. Debit card held by Clerk only
		▪ Regular bank reconciliations not regularly completed	1	1	1	▪ Financial position reported at every F&GP committee meeting
Burial Ground Income	Town Council	▪ Fraud regarding burial fees and payments	1	1	1	▪ Annual audit of accounts
		▪ Failure to bank income	1	2	2	▪ Town Council Fidelity insurance
		▪ Failure to collect fees	1	2	2	▪ Proper financial controls in place
		▪ Failure to review charges	2	1	2	▪ Invoice issues when cemetery booking is made ▪ All cemetery income received electronically ▪ Annual Review of fees charges
Allotment Income	Town Council	▪ Failure to review rents and charges	2	1	2	▪ Proper Financial Controls in place
		▪ Failure to collect rents and charges	3	1	3	▪ Allotment Management system implemented and kept up to date. All invoices sent out in a timely manner (April)
		▪ Failure to maintain accurate records	3	2	6	▪ Annual review of rents by Council
Allotment Insurance	Town Council and Allotment Plot Holders	▪ Adequate insurance cover for public areas	1	3	3	▪ Town Council Insurance reviewed annually. £10m Public Liability cover held

		▪ Adequate insurance cover for plot holders	4	3	12	▪ West Moors Allotment Holders must join the Allotment Holders Association, who provide insurance for them
Rents and Leases	Town Council	▪ Rents due not paid on time (ground rent) ▪ Leases not up to date or inaccurate	1	1	1	▪ Contracts and Leases Register maintained and regularly reviewed ▪ Invoices produced for ground rents due ▪ Financial controls ensure rents paid and received on time
Costs, Overheads, expenses and debits	Town Council	▪ Goods not supplied but billed ▪ Incorrect invoicing ▪ Payments incorrect ▪ Loss of stock ▪ Unpaid invoices	1	2	2	▪ Invoices checked when inputting into financial software and checked again prior to payment ▪ Payments regularly checked and reviewed ▪ Regular stock-take (monthly)
Best Value and Accountability	Town Council	▪ Work awarded incorrectly ▪ Overspend on services	2	2	4	▪ Councillors must adhere to Financial Regulations ▪ All work must be awarded by the Clerk/RFO
Budgetary Control	Town Council and Public	▪ Annual budget inadequate ▪ Budgetary control inadequate ▪ General and Earmarked reserves not held at reasonable levels	1	1	1	▪ Budget based on last three years expenditure plus known future spend ▪ Expenditure against budget reviewed quarterly ▪ Level of reserves reviewed regularly
Payroll	Town Council and Staff	▪ Salaries paid incorrectly ▪ Wrong hours ▪ Wrong rate ▪ Wrong deductions	1	3	3	▪ Payments approved by Council monthly ▪ Staff contracts in place ▪ Use of Sage payroll ▪ Interim internal audits

		▪ False employee	1	3	3	▪ Timesheets emailed to nominated councillors monthly ▪ Clerk to approve all expenses within spending limit.
		▪ Unpaid Tax/NI	1	3	3	
		▪ Unpaid Pension contributions	1	3	3	
		▪ Expenses not appropriately approved	2	1	2	
Annual Return	Town Council	▪ Late or incomplete return	1	2	2	▪ Clerk/ RFO to prepare and submit to Council on time, as per legal requirements ▪ Council to approve on time, as per legal requirements ▪ Any Recommendations implemented
Banking	Town Council, suppliers, public	▪ Inadequate bank checks	1	1	1	▪ Regular reconciliation/checking of receipts against bank statements ▪ All bank account details of suppliers are double checked before first payment made ▪ 5 councillors and Clerk are signatories. Assistant Clerk has delegated access. Bank mandate reviewed annually ▪ Use of Norton password protection ▪ Procedures for the protection of passwords and management of online banking set out in Financial Regulations. Use of Norton password protection
		▪ Bank mistakes, including loss and charges	1	2	2	
		▪ Loss of account signatories	1	4	4	
		▪ Inadequate data security	1	4	4	
Business Continuity	Town Council	▪ Computer failure	2	4	8	▪ Keep proper financial records ▪ Computers are back up to cloud. Accounting software is cloud based
		▪ Loss of key staff	1	3	3	

		▪ Loss of premises	1	4	4	▪ Meet statutory requirements, including under employment and tax law ▪ Arrange timely annual staff appraisals ▪ Arrange timely annual audits
						▪ Cyber Insurance ▪ Adequate insurance in place, with business continuity cover. Fire and intruder alarm systems. CCTV. ▪ Ensure all activities are within legal powers applicable to the Council ▪ Access to advice via DAPTC, NALC, SLCC
Legal Risks to Town Council	Town Council	▪ Legal challenges on Council procedures, expenditure and activities	2	3	6	▪ Councillors and employees declare interests as appropriate
		▪ Legal challenges on Councillor activities	2	3	6	▪ Expenditure to be within legal powers of Council, and properly authorised. Council has General Power of Competence ▪ Complaints policy in place ▪ Minutes published initially on website as drafts and replaced when formally approved ▪ Compliance with Transparency Code ▪ Annual review of insurance level ▪ Regular review of Council policies and procedures
Risks to Council as landowner	Council	▪ Financial, legal, public liability	2	3	6	▪ Ensure adequate and appropriate insurance
Election costs	Town Council	▪ Risk of unexpected election cost	1	2	2	▪ Earmarked fund for election costs

						▪ Ensure sufficient level of reserves to cover the costs of unexpected election
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Data Protection and GDPR						
Handling of information (GDPR & FOI)	The Council, public and contractors	▪ Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	1	4	4	▪ Information audit carried out on electronic and hard copy data; all unnecessary data has been cleansed and the data held by Councillors will be limited
		▪ Risk of investigation by ICO if unable to fulfil a Freedom of Information request	2	1	2	▪ All data (electronic and paper) is kept securely, with locked cabinets, and personal log-ins where necessary ▪ A Data Protection policy has been approved, including a policy and safeguards on IT matters and guidance on handling subject access and FOI requests, and for handling data breaches. Privacy Notices for the general public, staff and councillors have been made available, stating what data is held and for what purpose ▪ ICO Registration ▪ Publication scheme in place ▪ Privacy notices maintained covering use of personal data by the Council Access to Advice through Breakthrough Communications, DAPTC

Governance

Standing Orders, Financial Regulations and Code of Conduct	Councillors, Clerk and public	▪ Lack of Formally adopted Standing Orders and Financial regulations	1	1	1	▪ Standing orders and financial regulations reviewed regularly
		▪ Inappropriate active or behaviour of councillors bring Council into disrepute	2	4	8	▪ Adoption of Code of Conduct, Complaints ▪ Complaints Procedure, including managing unreasonable and persistent complainants ▪ Appropriate Training ▪ Civility and Respect Pledge
Risk Assessment	Councillors, Clerk and public	▪ Risk assessment not in place or out of date	1	1	1	▪ Risk assessment to be reviewed at least annually or upon identification of new risk
		▪ Regular review of risks not carried out	2	2	4	▪ Clerk to carry out regular risk assessments
Insurance	Councillors, Staff and public	▪ Insurance cover inadequate or inappropriate	1	4	4	▪ Annual review of insurance cover
		▪ Insurance valuations do not agree with asset register	2	2	4	▪ Broker to provide three quotes
		▪ Cost of insurance does not offer value for money	2	2	4	▪ Only use accredited brokers that provide Town Council cover
		▪ Fidelity Guarantee cover not in place	1	3	3	▪ Asset register regularly reviewed
		▪ Inadequate Public liability cover	1	2	2	▪ Town Council Insurance includes adequate Fidelity Guarantee cover ▪ £10m public liability cover
Financial Controls	Councillors and Staff	▪ Financial controls not relevant or up to date	1	1	1	▪ Financial Regulations reviewed regularly and financial controls covered by internal audit
Audit	Councillors	▪ Lack of information and communication	1	2	2	▪ Interim audit reviews carried out

		▪ Lack of compliance	1	2	2	▪ Audit recommendations implemented
Asset Management	Town Council	▪ Asset register out of date - risk of inaccurate value of assets	3	1	3	▪ Regular review of Asset register. Updated when new equipment purchased or items disposed of.
		▪ Regular asset reviews not carried out - risk of loss/damage etc	3	2	6	▪ Full asset review annually by Council ▪ Use of Civcly Asset management software
Councillors	Town Council	▪ Council membership falls below 8	1	3	3	▪ New Councillors to be co-opted as soon as possible following loss
Litigation	Town Council	▪ Potential risk of legal action being taken against the council	1	4	4	▪ Council follows the advice of the Proper Officer to ensure it's activities are within the law
		▪ Illegal activity or payments	1	2	2	
Grants	Town Council	▪ Council does not have the power to pay e.g. grant to Churches	1	2	2	▪ Council follows the advice of the Proper Officer to ensure it's activities are within the law
		▪ Terms and conditions of grants received not met	2	1	2	▪ Clerk to regularly review the terms of grants received to ensure they are met
Members interests	Councillors	▪ Members interests inaccurate or incomplete	2	2	4	▪ All members interests must be declared upon accepting office
		▪ Conflicts of interests not declared	2	2	4	▪ Members to declare interests at meetings if there is a potential conflict ▪ Members to be reminded of what constitutes a conflict of interest ▪ Clerk to regularly remind members to ensure their interests are up to date and published on the Dorset Council website

Council Records	Town Council	▪ Loss through theft, fire and damage	1	3	3	▪ Fire Safety procedures to be followed. Regular fire safety checks to be carried out. Fire system serviced annually
		▪ Loss of electronic records through damage or corruption	1	3	3	CCTV and Security alarm in place and serviced annually.
		▪ Loss or corruption through malicious activity (e.g. Hacking, computer viruses or malware)	1	4	4	▪ All electronic data held in the cloud and on local drives. ▪ Cyber Protection Insurance Policy in place ▪ Adequate and up to date computer security (Anti Virus software) in place at all times

Personnel

Employees	All staff	▪ Accident or injury	1	3	3	▪ Annual review of health & safety policy and associated requirements ▪ Annual review of adequate employee liability insurance cover (£10M) ▪ Regular Health & Safety reviews Where applicable: ▪ Provision of safety equipment and training in its use ▪ Regular inspection and servicing of equipment used ▪ Use of warning cones/signs on roads
Employees	All staff	▪ No contract of employment	1	2	2	▪ All staff have appropriate employment contracts in place which are reviewed occasionally

		Salaries not to appropriate scale for the job (e.g. NJC pay scale for administrative staff) or below legal minimum wage	1	2	2	Salary and other payments are line with national scales and reviewed annually during staff appraisal
Employees	All staff	- Loss of key staff - Fraud by staff - Inappropriate actions undertaken by staff - Breach of H&S regulations	3 1 1 3	3 4 2 2	9 4 2 6	- Ensure up to date grievance procedure - Staff annual appraisals carried out - Strict financial controls. Internal Audit - Insurance in place for loss of key staff cover and fraud protection cover. - Adequate staff training - Regular Health & Safety monitoring
Employees – Lone Working	Staff and Public	Lone working.	4	1	4	- Lone working policy in place - Clerk to notify Council of any issues within the working environment requiring action, to comply with employment regulations.(e.g., DSE)
Risks to Town Councillors	Councillors	Accident or injury on Council business	1	2	2	- Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt - Annual review of public liability insurance level (£10M) Where applicable: - Provision of safety equipment and training in its use - Regular inspection and servicing of equipment used

Risks to volunteers	Public / volunteers	▪ Accident or injury on Council business	2	2	4	▪ Volunteer names and activities to be recorded. Volunteers to be briefed before event. ▪ Public liability insurance level (£10M) - Where applicable: ▪ Provision of safety equipment and training in its use ▪ Regular inspection and servicing of equipment used ▪ Use of warning cones/signs on roads
Meetings	Councillors, Clerk and public	Health & Safety: ▪ Failing to escape in event of fire. ▪ Access around doors, entrances and toilets. Risk of ▪ trip hazards and obstruction. ▪ Failure to meet statutory duty ▪ Security ▪ Personal injury ▪ Accessibility	1	5	5	▪ Fire exits clearly marked ▪ Meeting room, toilets and accesses checked prior to the meeting ▪ Meeting room to be accessible to all ages and abilities ▪ Regular Health & Safety checks ▪ Annual Fire Safety checks

Risks to Assets and Council Property

Council Office	Town Council	▪ Damage / Vandalism ▪ Poor management and badly maintained facilities	2 2	4 4	8 8	▪ Regular checking and maintenance ▪ Regular checks of Security Alarm, Fire Alarm and CCTV. Fire Risk Assessment. ▪ PAT testing ▪ Material damage cover through insurance
Public Toilets	Town Council	▪ Damage / Vandalism ▪ Poor management and badly maintained facilities	2 2	4 4	8 8	▪ Regular checking and maintenance ▪ Daily cleaning by contractor ▪ Facility locked up overnight ▪ Material damage cover through insurance
Burial Ground	Council property	▪ Vandalism ▪ Loss/theft or damage to gates & fences ▪ Trees/hedges	2 1 2	2 1 2	4 1 4	▪ Regular checking and maintenance ▪ Regular checks ▪ Up to date Asset register and insurance policy ▪ Regular check of trees and hedges ▪ Material damage cover through insurance ▪ Maintenance programme in place
Burial Ground	Town Council	▪ Claims relating to conduct of burial ground ▪ Failure to maintain proper records	1 2	4 2	4 4	▪ Relevant regulations, fees, layout plan etc to be up to date ▪ Proper computerised registers to be kept on remote server. Additional information held on local computers. ▪ Staff fully aware of cemetery layout and legal requirements. ▪ Public liability insurance cover in place

						▪ Member of ICCM ▪ Staff training
Burial Ground	Public	▪ Failure of water supply ▪ Vandalism of memorials	2 2	1 2	2 4	▪ Regular checking and maintenance
Allotments	Public and Allotment holders	▪ Poor grounds maintenance resulting in damage to assets ▪ Accumulation of rubbish - risk of fire and disease ▪ Security of site ▪ Failure of Water supply ▪ Vermin – risk of disease ▪ Vandalism ▪ Untidy plots – risk of injury, fire, disease, nuisance ▪ Hazardous substances – risk of injury, illness	1 1 1 3 3 3	1 1 1 2 1 2	1 1 1 6 3 3 6	▪ Allotment holders reminded that as part of tenancy agreement they have to maintain the pathways between the plots ▪ Tenants made aware that Town Council public liability insurance does not cover plots which are the subject of a tenancy agreement with the Town Council ▪ Allotment tenants advised to join the West Moors Allotment Holders Association to ensure they have public liability cover via the association ▪ Regular inspection of plots ▪ Tenancy agreement to be regularly updated and to include rules pertaining to all significant hazards ▪ All plot holders to sign tenancy when taking on a plot. ▪ Site locked and only accessible to plot holders and council staff/contractors ▪ Annual contact for vermin control ▪ Tenancy contract states that all green waste must be removed from site by plot holder

War Memorial (Grade 2 Listed)	Town Council	▪ Damage / Vandalism	2	3	6	▪ Insurance cover ▪ Visual inspections identifying any defects and remedial action required
Trees	Public	▪ Risk of injury from falling limbs or trees	2	4	8	▪ Survey of all trees carried out every 2 years by arboriculturist ▪ Recommendations from arboriculturist acted upon promptly . ▪ Public Liability Insurance cover in place ▪ Regular inspection for damage by council contractor ▪ Damage reported to the Clerk & prompt action taken to repair
Bus Shelters	Town Council General public	▪ Provision of adequate insurance cover ▪ Maintenance of shelters ▪ Vandalism	1 1 2	3 1 1	3 1 2	▪ Regular review of insurance ▪ Regular inspections ▪ Repairs actioned promptly
Street furniture	Town Council	▪ Risk of damage	3	1	3	▪ Regular inspections ▪ Damage reported to the Clerk ▪ Repairs actioned promptly
Play Areas, Exercise equipment and skatepark	Town Council	▪ Loss or damage to assets	3	1	3	▪ Regular inspections ▪ Damage reported to the Clerk ▪ Repairs actioned promptly ▪ Insurance Cover
Fryer Field	Town Council	▪ Loss or damage to assets ▪ Rubbish Accumulation	3 3	1 1	3 3	▪ Regular inspections ▪ Damage reported to the Clerk ▪ Repairs actioned promptly ▪ Insurance Cover
Assets owned by the Council	Town Council	▪ Loss or damage to assets	3	1	3	▪ Maintain an up-to-date register of assets ▪ Regular checking and maintenance ▪ Annual inspection

						▪ Annual review of risk and adequate insurance cover
Defibrillators	Public	▪ Loss or theft of defib, ▪ public unable to access defib when required ▪ mis-use of defib. ▪ Defib not working when needed	2 1 1 1	2 5 1 5	4 5 1 5	▪ Defib in locked cabinet so not accessible without contacting emergency services, who will provide unlocking code ▪ Defib provides comprehensive instructions to untrained users and will not shock unless medically required ▪ Check weekly and reported on The Circuit ▪ Spares and batteries replaced as required ▪ Covered by Council Insurance policy

Risks to people

Bus Shelters	Public	▪ Tripping on uneven surfaces ▪ Injury from damaged structure	3 1	2 3	6 3	▪ Council inspections carried out regularly ▪ Damage to be reported to the Clerk ▪ Maintenance / repair undertaken as soon as practical ▪ Annual check by competent person ▪ Included on Council insurance policy
Notice Boards	Council Staff & Public	▪ Injury from damaged/falling notice board(s) ▪ Roadside safety - boards falling into road	1 1	1 2	1 2	▪ Regular inspections ▪ Damage or injury to be reported to the Clerk promptly;

						▪ Clerk to take necessary action to make notice boards safe.
Dog Bins on Town Council land	Public	▪ Injury from damaged dog bin ▪ Handling of contaminated waste	2 3 3	1 2 3	2 6 9	▪ Bins checked regularly ▪ Damage or injury to be reported to the Clerk promptly ▪ Clerk to take necessary action to make dog bin safe. ▪ Only employ approved contractors (Dorset Council Waste) to empty bins, and ensure regular emptying. ▪ Ensure that the bins have lids and that lids are not damaged
Footpaths, bridleways and other PROW on Town Council land	Public	▪ Injury from tripping or falling	3	1	3	▪ Public to be reminded to report damage or obstructions on footpaths, bridle ways and PROW to the Council.
Street furniture	Public	▪ Risk of injury to third parties due to damaged or unsafe street furniture	1	2	2	▪ Regular inspections ▪ Damage reported to the Clerk ▪ Repairs actioned promptly
Risk of damage to third party individuals or property	Public	▪ Loss, damage or injury, as a result of the Council providing amenities	1	4	4	▪ Council insurance policy provides public liability cover of £10M ▪ Contractor's PL cover to be minimum of £10M, except in cases where risks to the public are lower
Assets owned by the Council	Council and public	▪ Damage, accident or injury to users	1	2	2	▪ Regular checking and maintenance ▪ Annual inspection ▪ Annual review of risk and adequate insurance cover ▪ Maintain an up-to-date register of assets
Burial Ground		▪ Slips and trips	1	2	2	▪ Regular checking and maintenance

	Public, Council Staff and Contractors	▪ Security/stability of memorials ▪ Injury during grave digging, mowing or hedge/tree pruning	2	2	4	▪ Town Council public liability cover in place ▪ Memorial Safety testing every 5 years (last completed 2024). Remedial work identified and corrective measures monitored. In house repairs or appropriate qualified contractor ▪ Contractors to have own insurance including £10m public liability cover ▪ Grave digging carried out by competent contractor with adequate insurance and risk assessments in place. ▪ All open graves to be made safe and filled immediately after funeral has taken place.
Allotments	Allotment holders & Council staff/Contractors	▪ Injury when accessing site, or on site.	2	2	4	▪ Regular checks ▪ Public Liability Insurance ▪ Allotment holders and council staff only have access to site
Play Areas, Exercise equipment and skatepark	Public	▪ Personal injury through accident	2	4	8	▪ Daily visual inspections ▪ Monthly written inspections ▪ Annual Inspections by the Play inspection company ▪ In house repairs or appropriate qualified contractor repairs actioned promptly ▪ Public Liability Insurance
Open Spaces inc War Memorial	Public	▪ Personal injury through accident	3	1	3	▪ Regular inspections of open spaces ▪ Damage reported to the Clerk

						▪ Repairs actioned promptly ▪ Insurance Cover
Public Toilets	Public	▪ Personal injury through accident	3	1	3	▪ Visual Inspection and regular checks identifying any defects and remedial action required ▪ Insurance Cover

AGENDA ITEM 12 – 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 13 – Correspondence

None at time of producing agenda