

**WEST MOORS TOWN COUNCIL**

**MINUTES** of the Virtual **TOWN COUNCIL MEETING** held on Thursday 28<sup>th</sup> January 2021 via Zoom at 7.30pm.

**PRESENT:**

Cllr K Wilkes – Chair		
Cllr Mrs R Burke	Cllr A Clarke	Cllr D Green
Cllr M Hawkes	Cllr Mrs C Holmes	Cllr Mrs N Senior
Cllr D Shortell	Cllr C Way	Cllr A Willats
Cllr Mrs P Yeo		

**OTHERS PRESENT:** Mrs Judi Weedon (Clerk to the Council)  
Dorset Councillor M Dyer

**APOLOGIES:** Cllr S Linfoord

**563 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**564 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**

None

**565 TO APPROVE AND SIGN MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING HELD ON 17<sup>th</sup> DECEMBER 2020**

Having been circulated, the minutes on pages 2604-2606 were agreed and adopted. Minutes to be signed by the chairman at a later date, due to coronavirus restrictions.

**566 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES**

a. **The Report of the Environment committee** held on the 14<sup>th</sup> January 2021 pages 2607-2608 as circulated, was confirmed and adopted. Minutes to be signed at a later date due to coronavirus restrictions.

b. **The Report of the Finance and GP committee** held on the 21<sup>st</sup> January 2021 pages 2609-2616 as circulated, was confirmed and adopted. Minutes to be signed at a later date due to coronavirus restrictions.

**567 TO RECEIVE CLERKS REPORT**

- a. The Police and Crime Commissioner elections are due to take place in May in a Covid secure manner.
- b. Climate Emergency: Cllr Clarke and the Clerk attended a meeting for the testing a Carbon foot printing tool for town and parishes. Once the developers have dealt with all the feedback it will go live and be available for anyone to access.

**568 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 2619 of these minutes. (Cllr's Hawkes and Yeo to authorise the electronic payments)**

*Voting: unanimous.*

**569 COUNCIL BUDGET AND PRECEPT**

Members having previously discussed the budgets as presented to committees agreed that a slight reduction was required in order to keep the Band D payment below a 1% increase. Cllr A Clarke proposed that £600 was removed from the cemetery budget for badger work on the understanding that unspent funds from 2020/21 from that budget heading are put into an earmarked fund. All members agreed to this action and it was **RESOLVED that the budgets as attached on pages 2619 to 2624 be approved.**

*Voting: unanimous*

It was further

**RESOLVED that a precept of £146,679 for 2021/22 be requested from the billing authority, which equates to a Band D household cost of £47.90 for the year. (an increase of 45p or 0.95%)**

*Voting: unanimous*

**570 COUNCIL BUSINESS PLAN TERMS OF REFERENCE**

Members reviewed the draft Remit / Terms of Reference for the group of Councillors working on a Business Plan document for the Council. After brief discussion it was **RESOLVED that the Council approve the Remit / Terms of Reference for the Business Plan Working Group as attached on page 2625.**

*Voting: unanimous*

Members asked when a first draft would be available for review, Cllr C Way, the lead member for this project stated that a meeting of the working group needed to be organised before any timetable could be reported. Cllr A Willats also agreed to join the working group.

**571 DORSET COUNCILLOR REPORT**

Cllr's Shortell and Dyer stated that all items relating to West Moors had already been reported last month. However the reiterated the importance of the Local Plan Consultation.

**572 INFORMATION FROM MEMBERS**

- a) Cllr A Clarke commended the Council's newsletter on the geocaching article and informed members that he had laid a geocache around Woolslope Farm open space when it first opened. This highlights the existence of public open space. Cllr Shortell agreed that it is a good idea to promote local open space as some West Moors residents were unaware of the existence of Woolslope Farm.
- b) Cllr Mrs P Yeo reported that she had attended the Dorset Council Local Plan webinar and found it informative.
- c) Cllr Mrs C Holmes reported that she had now completed two DAPTC online training courses and had also attended the Dorset Council Local Plan webinars.
- d) Cllr C Way reported that the youth club was still closed and that he had attended Neighbourhood Plan information session.
- e) Cllr K Wilkes also reported on his attendance at the Dorset Council Local Plan webinar.
- f) Cllr D Shortell reported that someone was sleeping in a car in Uplands Road and asked if the Clerk could report to the appropriate authority.

**573 CORRESPONDENCE**

None

The Chair declared the meeting closed at 20.06 hrs

The next virtual meeting of the Town Council will be held on 25<sup>th</sup> February 2021 at 19.30hrs

*After the meeting closed members agreed to hold an informal meeting on the 11<sup>th</sup> February to discuss and collate a reply to the Dorset Local Plan prior to discussion at the February Council meeting.*

SIGNED ..... DATE .....  
Chair

<b>Payment list dated 28.01.21</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
EB 01.02	£90.00	18.01.21	SLCC – Practitioners Conference 25.02.21 for the Clerk
EB 01.02	£60.00	18.01.21	Aqua care - Legionella testing at pavilion for Jan '21
EB 01.02	£156.00	19.01.21	DAPTC – 'Want to do a neighbourhood plan' online training: Cllr's Yeo, Wilkes, Willats and Way
EB 01.02	£250.00	21.01.21	West Moors Flower Group – Covid-19 Grant
EB 01.02	£50.00	26.01.21	Cole Management – Cleaning for 2 Bus stops and the Office (29 <sup>th</sup> Dec '20/26 <sup>th</sup> January '21)
<b>Total</b>	<b>£606.00</b>		

## **Council Budget for 2021/22**

### **Finance and GP Committee**

<b>Code</b>	<b>Source</b>	<b>Budget 2021/2022</b>
<b><u>INCOME</u></b>		
<b>1010</b>	Interest - Deposit account	90.00
<b>1025</b>	Dividend - CCLA Property Fund	4200.00
<b>1030</b>	General	0.00
<b>1040</b>	Sales - Dog Waste bags	340.00
<b>1045</b>	Sales - Kitchen Caddy Bags	4000.00
<b>1050</b>	Insurance Claims	0.00
<b>1070</b>	Grants	0.00
<b>1080</b>	Youth Club - Rent and water charges	100.00
<b>1090</b>	4a Park Way - Rent and insurance	200.00
	<b>Total</b>	<b>8930.00</b>
<b><u>EXPENDITURE</u></b>		
<b>2000</b>	<b>Salaries</b>	
2000/1	Staff Salaries	52229.00
	Overtime fund	600.00
<b>Total</b>		<b>52829.00</b>
Staff salaries		
<b>2010</b>	<b>Employers Pension contribution</b>	<b>10440.00</b>
Employers Pension contributions for staff pensions		
<b>2020</b>	<b>Employers NI</b>	<b>4125.00</b>
Employers National Insurance contributions		
<b>2030</b>	<b>Expenses</b>	
2030/1	Office staff Expenses	400.00
2030/3	Councillors Travel expenses	200.00
2030/4	Chairman's allowance	75.00
<b>Total</b>		<b>675.00</b>
Expenses are mainly for travel costs incurred by staff and councillors. The chairman's allowance is a small sum of money set aside for use by the chairman at his/her discretion.		
<b>2040</b>	<b>Training</b>	

2040/1	Clerk/Staff	600.00
2200/2	Councillors	1200.00
<b>Total</b>		<b>1800.00</b>
Training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc.		
<b>2045</b>	<b>Health and Safety</b>	<b>100.00</b>
To cover any aspects of staff health and safety costs.		
<b>2050</b>	<b>Office &amp; Admin costs</b>	
2050/1	Non-Domestic Rates	0.00
2050/2	Electricity	650.00
2050/3	Phone Charges	550.00
2050/4	Broadband charges	350.00
2050/5	Stationery/Office furniture	350.00
2050/6	Photocopy charges	1920.00
2050/7	Maintenance Inc. waste collection	450.00
2050/9	Water Charges	130.00
<b>Total</b>		<b>4400.00</b>
The cost of running and maintaining the Parish Office.		
<b>2055</b>	<b>Loan Repayments</b>	<b>6940.00</b>
Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20-year period. Repayments are made twice a year.		
<b>2060</b>	<b>IT Costs</b>	
2060/1	IT Support	1400.00
2060/2	IT Capital	500.00
2060/3	Website costs	300.00
<b>Total</b>		<b>2200.00</b>
Costs of purchasing any IT equipment. IT support includes annual fee for Finance and Cemetery, payroll software. Mapping software and antivirus. Website hosting and support		
<b>2070</b>	<b>Insurance</b>	<b>3000.00</b>
Includes public liability insurance, insurance for council assets and equipment. Motor Insurance for tractor.		
<b>2080</b>	<b>Petty cash</b>	
2080/1	Postage	180.00
2080/2	Other	100.00
<b>Total</b>		<b>280.00</b>
Postage of correspondence and various incidental expenditure.		
<b>2090</b>	<b>Professional Fees</b>	
2090/1	Audit	900.00
2090/2	Legal Fees	1200.00
2090/3	Payroll and other	0.00
<b>Total</b>		<b>2100.00</b>
Internal and External audit fee. Incidental legal fees which may occur throughout the year.		
<b>2100</b>	<b>Subscription costs</b>	
2100/1	DAPTC	1200.00
2100/2	SLCC	250.00
2100/3	ICO/ICCM	200.00
<b>Total</b>		<b>1650.00</b>
DAPTC annual subscription, Society of Local Council Clerks, Information Commissioners Office, ICCM		

<b>2110</b>	<b>Purchase - Dog Waste bags</b>	<b>250.00</b>
<b>2115</b>	<b>Purchase - Kitchen Caddy Bags</b>	<b>2500.00</b>
<b>2120</b>	<b>Grants</b>	
2120/1/2	Grants under LGA Section 137	2500.00
2120/1/3	Jean Ware Legacy Award	1000.00
2120/1/4	Apprentice Scheme	1000.00
2120/2	CAB - LGA Section 142	600.00
<b>Total</b>		<b>5100.00</b>
Grants for external bodies		
<b>2130</b>	<b>Election Expenses</b>	<b>0.00</b>
To cover any expenses for council elections		
<b>2140</b>	<b>General &amp; Contingency</b>	<b>100.00</b>
A small budget for general expenditure/contingencies.		
<b>2150</b>	<b>Advertising and Publicity</b>	<b>400.00</b>
A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications.		
<b>2180</b>	<b>Remembrance Day Costs</b>	<b>800.00</b>
Costs for Remembrance Sunday Parade and Service		
<b>2190</b>	<b>Youth Club Funding</b>	<b>13300.00</b>
Funding for West Moors Youth Club.		
<b>2195</b>	<b>Service Devolution Budget</b>	<b>0.00</b>
Funding to cover costs of services taken over from DC.		
<b>2198</b>	<b>Queens Anniversary Celebrations</b>	<b>200.00</b>
for celebrations for the Queens 70th Anniversary		
<b>Total</b>		<b>113189.00</b>

### **Environment Committee**

<b>Code</b>	<b>Source</b>	<b>BUDGET</b>
		<b>2021/22</b>
<b>INCOME</b>		
<b>1100</b>	<b>Playing Field Fees</b>	
1100/1	Football	3000.00
1100/3	Multi-Purpose	5000.00
1100/4	Other	1000.00
1100/5	Community Event income	0.00
<b>Total</b>		<b>9000.00</b>
Income from fees paid by various sports clubs for using the sporting facilities		
<b>1110</b>	<b>Cemetery Fees</b>	
1110/1	Memorial	4000.00
1110/2	Interment	10000.00
1110/3	Purchase Graves	4000.00
<b>Total</b>		<b>18000.00</b>
Income from fees paid by various funeral directors and individuals for interment etc. in the cemetery.		

<b>1115</b>	<b>Allotment Rent</b>	<b>1800.00</b>
Income from allotment rent.		
<b>1125</b>	<b>Memorial Benches and Plaques</b>	<b>0.00</b>
fees from Memorial bench and plaque applications		
<b>TOTAL BUDGETED INCOME</b>		<b>28800.00</b>

## **EXPENDITURE**

<b>3010</b>	<b>Fryer Field Maintenance</b>	
3010/1	General	4000.00
3010/4	Contractor fees	9900.00
<b>Total</b>		<b>13900.00</b>
Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and general usage. An external contractor is employed to maintain the Fryer Field.		
<b>3020</b>	<b>Pavilion Running Costs</b>	
3020/1	Electricity	800.00
3020/2	Water/Sewage	800.00
3020/3	Maintenance	1500.00
3020/4	Legionella Testing	800.00
3020/6	Phone/Broadband	550.00
<b>Total</b>		<b>4450.00</b>
Pavilion running costs include services to the pavilion and maintenance costs required to keep the building in good condition.		
<b>3030</b>	<b>Multi-Purpose Play Area</b>	
3030/1	Floodlight Maintenance	0.00
3030/2	General Maintenance	300.00
3030/3	Electricity	500.00
<b>Total</b>		<b>800.00</b>
MUGA and Floodlight running and maintenance costs		
<b>3040</b>	<b>Fencing</b>	<b>2000.00</b>
To cover any fencing requirements in and around the Fryer Field.		
<b>3050</b>	<b>Fryer Field Play area</b>	
3050/1	Maintenance	250.00
3050/3	Safety Inspections	600.00
<b>Total</b>		<b>850.00</b>
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection. Fryer Field was completely refurbished in October 2017.		
<b>3060</b>	<b>Oakhurst Play area Maintenance</b>	
3060/1	Maintenance	250.00
3060/3	Safety Inspections	450.00
<b>Total</b>		<b>700.00</b>
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection.		
<b>3070</b>	<b>Skate park Maintenance</b>	<b>9000.00</b>
2021/22 - £9000 for the earmarked fund for the replacement of the skatepark		
<b>3080</b>	<b>Play Equipment</b>	<b>4000.00</b>
For replacement play equipment in the future. Monies go into an earmarked fund		

<b>3100</b>	<b>Cemetery Costs</b>	
3100/1	Non-Domestic Rates	1000.00
3100/2	Water Charges	50.00
3100/3	Buy Back of Cemetery Plots	0.00
<b>Total</b>		<b>1050.00</b>
Rates and water charges for the cemetery		
<b>3110</b>	<b>Cemetery Maintenance</b>	
3110/1	General	4400.00
3110/2	Fencing	1500.00
3110/3	Gravel	350.00
3110/7	Refuse collection service	850.00
3110/8	Contractor Fees	6700.00
<b>Total</b>		<b>13800.00</b>
Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is keep neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly. 21/22 £4400 added to general for badger work		
<b>3120</b>	<b>Memorial Inspections</b>	<b>0.00</b>
Memorial Inspections are required every 5 years. The last inspection was in April 2019. Next inspection is in 2024		
<b>3140</b>	<b>Petwyn Maintenance/improvements</b>	<b>250.00</b>
Budget for maintenance and improvement to the Petwyn Village green. Includes water charges for standpipe located on the Petwyn.		
<b>3150</b>	<b>Allotments</b>	<b>1000.00</b>
Allotment maintenance and improvements		
<b>3160</b>	<b>Tree Maintenance</b>	<b>3000.00</b>
Funds for the maintenance of all trees on parish land. A rolling maintenance program is in place for trees on council land.		
<b>3170</b>	<b>Climate Emergency</b>	<b>1500.00</b>
Funds to cover work of Climate Emergency actions 2021/22 £1000 for grants £500 for other items		
<b>4000</b>	<b>Public seats</b>	
4000/1	Maintenance	200.00
4000/2	Purchase	0.00
<b>Total</b>		<b>200.00</b>
For the repair/maintenance/replacement/addition of public seats.		
<b>4010</b>	<b>Bus Shelters</b>	
4010/1	Maintenance	500.00
4010/2	Purchase	0.00
<b>Total</b>		<b>500.00</b>
Budget for the maintenance of Council owned bus shelters.		
<b>4020</b>	<b>Street Furniture (Inc. Dog Bins)</b>	
4020/1	Maintenance	250.00
4020/2	Purchase	0.00
<b>Total</b>		<b>250.00</b>
Repairs/maintenance/purchase of welcome signs, dog bins, refuse bins, defib maintenance		
<b>4030</b>	<b>General</b>	<b>150.00</b>
A general contingency fund for items not specifically covered in the budget		
<b>4040</b>	<b>Christmas decorations</b>	<b>5000.00</b>

Village Christmas decoration costs		
<b>4070</b>	<b>Lengthsman</b>	<b>2000.00</b>
Lengthsman costs		
<b>4090</b>	<b>Dogs</b>	<b>2200.00</b>
Dog warden patrols at Fryer Field. Plus the emptying of Council owned Dog waste bin.		
<b>4095</b>	<b>CCTV</b>	
4095/1	Purchase/Installation	3570.00
4095/2	Maintenance	0.00
<b>Total</b>		<b>3570.00</b>
CCTV costs 2021/22 £3070 for CCTV upgrade		
<b>4096</b>	<b>Public Toilets</b>	<b>0.00</b>
Park Way toilets - Maintenance, cleaning, consumables, water, sewage, electricity		
<b>4097</b>	<b>Community Event costs</b>	<b>1000.00</b>
<b>4099</b>	<b>Keep Britain Tidy Events</b>	<b>50.00</b>
Funds for arranging litter pick events		
<b>TOTAL BUDGETED EXPENDITURE FOR ENVIRONMENT COMMITTEE</b>		<b>71220.00</b>



## **COUNCIL BUSINESS PLAN WORKING PARTY Terms of Reference.**

### **Terms of Reference**

To produce a draft Council Business Plan for the next five years (2021-2026), with annual updates, incorporating West Moors Councillors' and residents' aspirations for any future development of infrastructure/operational services.

### **Remit**

The Plan aims to set out the Council's vision, objectives and key priorities that it will deliver either directly or by trying to increase its influence on the relevant third party.

The aim of the Business Plan is to give West Moors residents and businesses a clear understanding of what the Town Council is trying to achieve and the initiatives which will help to deliver this. It details what the Town Council intends to focus on over the next five years, after having taken on feedback from the community through various public consultation.

The Business Plan once consulted on will be used each year to plan activities and set the budget for the coming year.

Once completed it will provide a framework for the Town Council to improve facilities, services and long-term sustainability. The Plan will work in conjunction with the Councils adopted Climate and Bio-Diversity Emergency Plan.

### **Reporting**

Draft proposals and recommendations to be reported to Finance and GP Committee and then on to Full Council for final decision-making purposes.

### **Membership:**

Lead: Cllr C Way

Cllr Mrs R Burke

Cllr M Hawkes

Cllr A Clarke

Cllr Mrs C Holmes

Cllr A Willats