

## WEST MOORS TOWN COUNCIL

### MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 20<sup>th</sup> MARCH 2025** in the Pavilion, Fryer Field at 7.30pm.

**PRESENT:** Cllr Mrs P Yeo – Vice Chair  
Cllr M Hawkes Cllr Mrs C Holmes Cllr Mrs N Senior  
Cllr J Staig Cllr K Wilkes

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** Cllr D Shortell Cllr J Randall Cllr C Way  
(reasons for absence were noted)

**24/312 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**24/313 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**24/314 TO RECEIVE THE CLERK'S REPORT**

1. Lloyds Bank: Other banking providers are yet to be researched and considered. The first set of banking fees have been applied this month, but no breakdown of the fees provided. Clerk to discuss with bank.
2. Lloyds Bank: Letter received informing of closure of Ferndown Branch on the 17<sup>th</sup> November 2025.
3. Lloyds bank: letter informing of interest rate reduction for the 15<sup>th</sup> April on the business deposit account.
4. Lloyds Bank: The Assistant to the Clerk has been added to the bank mandate in order to access internet banking.
5. The internal auditor visited on the 12<sup>th</sup> February, everything was found to be in order. The next visit is scheduled for the 1<sup>st</sup> May, this will be the final visit from the current auditor.

**24/315 TO RECEIVE FINANCIAL INFORMATION**

- a) Members received bank reconciliations up to 28<sup>th</sup> February, as attached on page 3299 of the minutes.
- b) Internal Controls: Members received income reports for January and February. Bank statements and petty cash up to 28<sup>th</sup> February have been inspected and checked by the Chair, Cllr C Way and Vice Chair Cllr Yeo.
- c) CCLA Information was noted.

**24/316 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED** that the accounts for payment be approved as attached on page 3300 of the minutes. Cllr's Senior and Wilkes to authorise the electronic payments.

*Voting: Unanimous*

**24/317 APPOINTMENT OF INTERNAL AUDITOR**

Members considered information received from 2 internal auditors for the forthcoming financial year. After discussion it was

**RESOLVED** to appoint Lightatouch as the internal auditor for West Moors Town Council for 2025, 2026 and 2027 after which time it will be reviewed.

*Voting: unanimous*

**24/318 GRANTS****a) Dementia Action Group**

Grant application for £114 to fund pocket sized prompt cards.

After discussion it was

**RESOLVED that a grant of £114 be awarded to the West Moors Dementia Action Group for 2025/26**

*Voting: unanimous*

**b) Oakhurst First and Nursery School PTFA**

Grant application for £1000 to assist with development of outside space for Year 1 students. Members felt that the Town Council should not be funding a statutory organisation such as a school and that they had lots more fundraising opportunities available to them for such projects. It was noted however, that child development is very important.

After discussion it was

**RESOLVED that Oakhurst First and Nursery School PTFA is not awarded a grant for this project.**

*Voting: 5 for, 1 against*

**c) West Moors Bowling Club**

Grant application for £5000 to assist with renewing the bowling green irrigation system.

Members felt that they should not be awarding grants to private members clubs as they have their own sources of income and their accounts provided with the application show reserves that could be used for this project.

**RESOLVED that West Moors Bowls Club are not awarded a grant for this project.**

*Voting: unanimous*

**24/319 COUNCIL POLICIES AND PROCEDURES**

Members reviewed the following policies

**a) Terms of Reference**

Members reviewed the Terms of Reference and after discussion it was

**RECOMMENDED that minor amendment are made to the Environment Committee Terms of reference as stated below:**

**Under Remit for the committee Park way Car park and public toilets are added.**

*Voting: unanimous*

**b) Absence Policy**

Members reviewed the Absence Policy and after discussion it was

**RECOMMENDED that the following wording is added:**

**A more formal review will normally be triggered by:**

- frequent short-term absences (4 occurrences in 6 months)
- long-term absence.

*Voting: unanimous*

**c) Discipline Policy**

Members reviewed the current Discipline Policy against the NALC model policy and after discussion it was

**RECOMMENDED that the Current WMTTC policy remain in force with the following amendment:**

**1<sup>st</sup> written warnings will stay on file for 6 months after which time they become spent**

**2<sup>nd</sup> written warnings will stay on file for 9 months after which time they become spent**

*Voting: unanimous*

**24/320 CORRESPONDENCE**  
None

**24/321 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 20:05hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for  
22<sup>nd</sup> May 2025 at 19.30hrs

SIGNED ..... DATE .....  
Chair of Finance and General-Purpose Committee

## West Moors Town Council

### Bank reconciliation as at 28.02.2025

Amount in bank as at 31/01/25	£250,817.05
Income during February	£5,680.09
Expenditure during February	£14,763.80
Amount in bank as at 28/02/25	£241,733.34

#### Bank Reconciliation as at 28/02/2025

Current	£4,418.29
Deposit	£212,372.18
CCLA PSDA	£25,000.00
Petty cash	£44.87
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	£241,835.34
Less outstanding payments	£102.00
Plus unpresented receipts	£0.00
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Total amount held in accounts	£241,733.34

#### Long Term Investment:

CCLA Property Fund	£121,203.60
(Nominal value at 31.01.2025)	

#### Outstanding Loan Amount

Public Works Loan	(£34,528.56)
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**Payments made in between meetings**

EB 28.03	£4,904.96		Staff Salaries Month 12
<b>Payment list dated 20.03.2025</b>			
Payment method	Invoice amount	Invoice date	Details
EB 21.03	£45.00	26.02.25	A Hancock - Repairs to Noticeboards
EB 21.03	£8.74	20.02.25	Source for Business - Water supply at the Petwyn 14.08.24 to 18.02.25
EB 21.03	£17.83	27.02.25	Business Supplies Group - Stationery
EB 21.03	£62.90	14.03.25	Business Supplies Group - Stationery - printer paper
EB 21.03	£440.00	28.02.25	APM Lining and Marking - Marking out of 2 x Pickleball courts
EB 21.03	£72.00	01.03.25	VisionICT - Email hosting 3 accounts from May 2025 to April 2026
EB 21.03	£1,544.11	02.03.25	Terraforma - Grounds Maintenance for February
EB 21.03	£350.00	05.03.25	DAPTC - Planning event for 2 staff and 3 councillors
EB 21.03	£29.34	01.03.25	XCS - Photocopy charges from 01.12.24 to 02.03.25
EB 21.03	£129.12	10.03.25	Aquacare: Water hygiene testing at Pavilion for March
EB 21.03	£117.60	24.01.25	Breakthrough Communications - GDPR x 2 training sessions for clerk and assistant
EB 21.03	£115.50	28.02.25	Jaylee Refrigeration - Annual Service for heating system in council office
EB 21.03	£455.12	07.03.25	Classic Fire: annual fire extinguisher service: replacement of 1 x powder, 1 x water and 1 x foam extinguishers
EB 21.03	£869.76	12.03.25	Mark Hinsley Arboricultural Consultants - Tree Condition Survey of all trees on WMTC land
EB 21.03	£1,418.40	15.03.25	Verwood Cleaning Services - Public toilet and Pavilion cleaning Feb/Mar, plus supply of hand soap
EB 31.03	£1,726.86	17.03.25	HM Revenue and Customs - Tax and NI for Month 12
EB 31.03	£1,719.35	17.03.25	Dorset Council - Pension Contributions Month 12
EB 21.03	£522.00	07.03.25	Reformed Plastics - Memorial bench for cemetery
<b>TOTAL</b>	<b>£9,643.63</b>		
<b>Direct Debits and Debit Card payments</b>			
Payment method	Invoice amount	Invoice date	Details
DD 09.03	£18.00	09.03.25	Sage - Payroll software monthly charge
DD 25.03	£135.39	01.03.25	1st Connect - Phone and broadband charges for office and pavilion 01.03.25 to 31.03.25
DD 03.03	£6.19	03.03.25	Source for Business - Water supply Allotment 03.02.25 to 01.03.25
DC 27.02	£49.98	27.02.25	Party Packs - VE Day decorations for event
DC 27.02	£1.50	27.02.25	Gov.uk - Probate paperwork for plot E37 to assist with transfer of plot – recharged to customer
DC 14.03	£33.99	14.03.25	UK Pickleball Shop - 2 sets of pickleball paddles and balls
<b>Total</b>	<b>£245.05</b>		