

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 24th April 2025 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 Mrs N Senior	Cllr D Shortell
Cllr J Staig	Cllr C Way	Cllr K Wilkes
Cllr Mrs P Yeo		

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
2 members of Public

APOLOGIES: Cllr J Randall
(reasons for absence were noted)
Dorset Councillor A Skeats

24/336 QUESTIONS FROM MEMBERS OF THE PUBLIC

A member of the public came to talk to members about agenda item 11, road safety outside Oakhurst school.

24/337 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

24/338 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 27th MARCH 2025

Having been circulated, the minutes on pages 3301-3305 were agreed, adopted and signed.

24/339 TO APPROVE AND SIGN THE REPORT OF THE ANNUAL TOWN ASSEMBLY HELD ON 10th APRIL 2025

Having been circulated, the report was agreed, adopted and signed.

24/340 TO RECEIVE TOWN CLERKS REPORT

1. The Assistant to the Clerk has now registered to complete the Introduction to Local Government (ILCA) qualification.
2. A 3.2% pay increase has been offered to Council staff, this will now go to the unions for discussions.

24/341 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3309 of these minutes. (Cllr's Wilkes and Yeo to authorise the electronic payments)

Voting: unanimous

24/342 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

24/343 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS 2024/25

Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2024/25

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 2024/25 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 2024/25 be approved and signed by the Chair. A copy of the Accounting Statement is attached to these minutes on page 3310.**

Voting: unanimous

It was noted that the Electors Rights has been scheduled for 3rd June to 14th July 2025

24/344 ASSET REGISTER

Members having previously received a copy of the asset register reviewed its contents and were content that it held all the relevant information.

24/345 ROAD SAFETY SIGNS FOR SCHOOLS

Members having received a request at the annual town assembly for assistance to aid parking issues outside schools, considered purchasing 'Fun' No parking signs to donate to Oakhurst school.

Local resident explained to members that there is regular issue with parking on the zig zag lines outside the school and that as a parent felt that something should be done before an accident happened. It was explained that the school was prepared to put out signs and take them back in on a daily basis and that the proposed signs are being used in other counties, however none were used in Dorset. The Castleman Community Larder had offered £1000 towards the purchase of the signs. The total cost of 8 signs being £1390.

It was explained that Dorset Council had been approached for permission to use these signs on the highway outside the school but were reluctant, the road safety team at DC and the police had also been contacted, but at the time of the meeting no reply had been received.

Concern was raised about WMTC funding something that DC had not approved for use on the highway.

Cllr Shortell stated that he would follow up with Dorset Council to find out if these types of signs can be used.

Members agreed to pursue this matter with Dorset Council and to readdress once permission from DC was received in the meantime the clerk was asked to contact the parking enforcement team to ask them to pay regular visits to the area at the appropriate time of day.

24/346 PARK WAY CAR PARK CCTV AND PROTECTION FOR PUBLIC TOILETS

Members reviewed two quotes for the installation of CCTV to cover the car park and toilets as well as a quote for a metal grill over the gent's external door after a recent spate of vandalism.

Concern was raised that CCTV costs a lot of money for no benefit, as very rarely anyone get prosecuted after being caught causing damage on CCTV.

There was a suggestion that the toilets should be closed completely for a period of time, however members felt that this was not an option they would consider.

A member asked why we lock the facility at all, and that it should be left open 24 hours a day. Other members felt that the facility should be locked up at night.

After debate it was

RESOLVED that a metal grill be installed over the entrance door to the gents' toilets at a cost of £1020 and that signage is placed in the area stating that it is covered by CCTV.

Voting: 10 for, 1 abstention

24/347 STRATEGIC PLAN – THE WAY FORWARD

Members discussed the way forward to produce a strategic plan for the Council. It was agreed that all councillors should be involved in writing the plan and that each committee should now look at the areas specific to them to come up with the objectives and actions, with timescales, for the Strategic Plan considering the results of the surveys that had been carried out.

Clerk to ensure this matter appears on each committee agenda.

24/348 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillors Shortell regarding traffic safety proposals for a Public Space Protection Order in Dorset to cover areas that succumb to heath fires and a meeting with the Police and Crime Commissioner in Corfe Mullen scheduled for the 1st May

A copy of the full report is available in the council office.

24/349 WESTIVAL 2025 UPDATE

Members received an update on the planning for this event.

To date there are 53 stalls confirmed, and 11 food vendors and 122 vehicles for the car show booked to attend.

There are at least 7 new stalls coming for the first time.

All sponsorship is confirmed.

24/350 INFORMATION FROM MEMBERS

Cllr Mrs P Yeo reported that the Dementia Action Group thanked the council for attending the training session and for providing lovely feedback

Cllr Shortell reported that he tried to attend the Memorial Hall meeting in April, but it appeared that the meeting was not being held. He will try again next month.

Cllr Staig reported that the 30mph sign entering West Moors from Three Cross on the left-hand side required cleaning. Clerk to report

24/351 CORRESPONDENCE

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

The Chair declared the meeting closed at 20:32 hrs.

The next meeting of the Town Council will be held on 15th May 2025 at 19:30hrs.

SIGNED DATE
Chair

Payment made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 25.04	£4,707.82	31.03.25	Staff Salaries - Month 1
Payment list dated 24.04.25			
Payment method	Invoice amount	Invoice date	Details
EB 30.04	£1,544.11	31.03.25	Terrafirma - Grounds maintenance for March
EB 30.04	£823.35	14.03.25	Dorset Council - Non-Domestic Rates - Cemetery
EB 30.04	£114.00	20.03.25	Dementia Action Group - Grant 2025/26
EB 30.04	£105.00	01.04.25	ICCM - Annual Membership
EB 30.04	£165.00	02.04.25	Southern Canopy sales and Hire - DEPOSIT for Gazebos for Westival
EB 30.04	£1,080.00	02.04.25	Elite Playground Inspections - Monthly inspections of all play areas from April 2025 to March 2026
EB 30.04	£132.97	07.04.25	Aquacare - Monthly water monitoring at Pavilion - April
EB 30.04	£560.71	08.04.25	Dorset Council - Waste Services - Cemetery, Fryer Field and office
EB 30.04	£100.00	27.03.25	Dorset History Centre - Donation (minute no 24/329)
EB 30.04	£144.00	10.04.25	SLCC - ILCA training for staff
EB 30.04	£100.00	11.04.25	The Falcon Crest - Westival event cost
EB 30.04	£290.00	10.04.25	Steamship Circus - Westival event cost
EB 30.04	£1,858.05	14.04.25	HMRC - Tax and NI - Month 1
EB 30.04	£1,739.91	14.04.25	Dorset Council - Pension contributions - Month 1
EB 30.04	£450.00	15.04.25	Lightatouch - End of year internal audit
EB 30.04	£30.00	31.03.25	Xerocad - Artwork for Westival Car stickers
EB 30.04	£1,960.00	16.04.25	Teccheck - 2 x new computers and monitors for council office including setup costs
EB 30.04	£1,422.00	21.04.25	Verwood Cleaning Services - Pavilion and public toilet cleaning 17.03.25 to 12.04.25
TOTAL	£12,619.10		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 29.03	£100.00	29.03.25	Canva - Annual subscription
DC 03.04	£21.98	03.04.25	Screwfix - Light bulb for office
DC 08.04	£17.00	08.04.25	Hobbycraft - Paper for certificate printing
DC 09.04	£11.50	09.04.25	Vinney's Trophies - Trophy for Good Citizen Award
DC 09.04	£18.78	09.04.25	Lidl - Refreshments for Annual Town Assembly
DD 09.04	£18.00	09.04.25	Sage - Payroll software
DD 18.04	£9.50	10.03.25	Lloyds Bank - Service charge
DD 14.04	£21.85	04.01.25	Source for Business - Water charges - Allotments - 02.03.25 to 02.04.25

DD 25.04	£136.91	01.04.25	1st Connect - Phone and broadband charges for office and pavilion
DD 02.05	£13.35	16.04.25	British Gas - Electricity charges - Public toilets - 01.04.25 to 11.04.25
DD 12.05	£3,469.11	14.04.25	Public Works Loan Board - Loan repayment No 30
Total	£3,837.98		

Section 2 – Accounting Statements 2024/25 for

WEST MOORS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	213,022	211,265	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	175,355	183,444	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	68,292	100,018	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	98,053	95,682	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,938	6,938	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	140,412	157,839	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	211,265	234,268	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	207,030	229,700	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	862,921	867,579	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	40,145	34,529	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

04/04/2025

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

DRAFT