

WEST MOORS TOWN COUNCIL

MINUTES of the **ANNUAL TOWN COUNCIL MEETING** held on Thursday 14th May 2026 in
The Pavilion, Fryer Field at 7.30pm.

PRESENT:

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

OTHERS PRESENT: Mrs Judi Weedon, Town Clerk
1 member of the public

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

26/7/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2026 TO MAY 2027

Cllr Mrs R Burke was proposed and seconded,
Cllr J Staig was proposed and seconded.

Members having already been informed that Standing Order 1ee would need to be suspended, held a secret ballot and it was

RESOLVED that Cllr Mrs R Burke was duly elected Chairman to the Council.

26/7/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Cllr Mrs R Burke signed the Declaration of Acceptance of Office as Chairman and the Clerk received it.

26/7/003 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

Cllr J Staig was proposed and seconded, after a vote Cllr J Staig was duly elected Vice Chairman to the Council.

26/7/004 QUESTIONS FROM MEMBERS OF THE PUBLIC

Local resident informed members of a recent incident of an interaction of a local resident suffering from dementia, who was confused and agitated and informed members that they had taken them to the Council office, where the staff were very helpful.

The resident felt that something needed to be done to ensure people know what to do in that situation and where to take dementia residents if found wandering around.

The Clerk informed those present that she had been in touch with Community Switch who would be addressing this at their next meeting.

It was noted that the dementia action group was set up to assist carers who support people with dementia.

The resident was thanked for caring and the council office staff were thanked for the way they dealt with the matter.

26/7/005 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)

None

26/7/006 TO APPOINT STANDING COMMITTEES

It was **RESOLVED** that the committees be appointed as follows:

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

26/7/007 TO APPOINT WORKING PARTY MEMBERS AND OTHER COUNCIL GROUPS/ RESPONSIBILITIES

It was **RESOLVED** that members are appointed as follows:

Good Citizen Award Panel
Cllr Mrs R Burke
Cllr Mrs C Holmes
Cllr Cllr K Wilkes
Cllr Mrs N Senior

26/7/008 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

It was **RESOLVED** that representatives be appointed as follows:

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

26/7/009 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 30th April 2026

Having been circulated, the minutes on pages 3456-3360 were agreed, adopted and signed.

26/7/010 DORSET COUNCILLOR REPORT

No report was received from the Dorset Councillors.

26/7/011 TO RECEIVE TOWN CLERKS REPORT

- a. Members were asked to check their register of interests to ensure they are up to date.
- b. Members were asked to check their bio on the website to ensure they are still up to date.
- c. All accounts and AGAR were sent to BDO on the 5th May.
- d. Members training: members were asked to consider training options provided by the DAPTC with special emphasis on the Data Protection essential training (as this will be required as part of the external audit for 2026/27), which can be completed at your own pace at home.
- e. Standing Orders and Financial Regulations will be placed in the F&GP agenda for review later in the year.
- f. Request for Defibrillator near the Plantation at the end of Elmhurst Road: The Forestry Commission has now had the opportunity to investigate this but due to the complexities of trying to get an electrical supply they feel that the logistics and costs would be too restrictive for them to consider installation.
- g. The Fun Run raised £448.58 which is being split between The Vine Youth Club and Castleman Community Larder.

26/7/012 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3466 of these minutes. (Cllr's Wilkes and Senior to authorise the electronic payments)

Voting: unanimous

26/7/013 CODE OF CONDUCT

Members reviewed the Code of Conduct and agreed unanimously that it was still fit for purpose and no changes were required.

26/7/014 DELEGATION ARRANGEMENTS

Members reviewed the delegation arrangements for the Council and it was

RESOLVED that the delegation arrangements as presented be approved.

Voting: unanimous

26/7/015 SERVICES PROVIDED

Members reviewed contracts and agreements for services provided which are in place, these were noted and agreed.

26/7/016 WESTIVAL UPDATE

Members received verbal Westival update, which was noted.

26/7/017 INFORMATION FROM MEMBERS

Cllr Way provided a reported on the Youth Club. It was noted that the organisation of the Carols of the Petwyn could no longer be undertaken by the youth club committee. The Clerk and Chair informed members that the Town Council did not have the capacity to organise this event, and suggested various contacts who may be able to assist.

Cllr Mrs P Yeo reported on her attendance at the Dementia Action group meeting.

26/7/018 CORRESPONDENCE

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

The Chair declared the meeting closed at 20.17 hrs

The next meeting of the Town Council will be held on 25th June 2026 at 19:30hrs

SIGNED DATE
Chair

DRAFT

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 29.05	£4,865.07	11.05.26	Staff Salaries - Month 2
Payment list dated 14.05.2026			
Payment method	Invoice amount	Invoice date	Details
EB 15.05	£84.00	28.04.26	National Allotment Society - Annual Subscription
EB 15.05	£312.50	28.04.26	Urban Displays - Westival entertainment
EB 15.05	£750.00	01.05.26	Lee Cooper Photography - 50% deposit for photography and drone imagery for Website
EB 15.05	£778.67	01.04.26	Terrafirma - Various repairs, supply of plants for Petwyn, install of various items
EB 15.05	£1,638.11	19.05.26	Terrafirma - Grounds maintenance for April
EB 15.05	£180.00	19.05.26	Terrafirma - Parking for Fun Run
EB 15.05	£714.00	05.05.26	Aubergine - Brand package and Logo
EB 15.05	£2,030.40	30.04.26	Tozers - Solicitors charges for land transfers
EB 15.05	£118.99	12.05.26	South West Hygiene - Sanitary Services - Public toilets 12.06.26 to 11.09.26
EB 15.05	£53.72	25.05.26	South West Hygiene - Sanitary Services - Pavilion 25.06.26 to 24.09.26
EB 21.05	£222.21	05.05.26	Dorset Council - Waste collections - 27.04.26 to 31.05.26
EB 21.05	£1,144.92	06.05.26	Edge IT Systems - Finance and Cemetery software annual fees
EB 15.05	£1,050.00	07.05.26	Audio All Stars - Westival Entertainment
EB 15.05	£2,000.14	11.05.26	HMRC - Tax and NI - Month 2
EB 15.05	£1,783.88	11.05.26	Dorset Council - Pension Contributions - Month 2
EB 15.05	£137.69	12.05.26	Aquacare - water hygiene testing
EB 15.05	£224.29	14.05.26	The Vine Youth Club - Donation from Fun Run proceeds
EB 15.05	£224.29	14.05.26	Castleman Community Larder - Donation from Fun Run proceeds
TOTAL	£13,447.81		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 15.05	£138.00	01.05.26	Starboard Systems - Monthly Civic.ly subscription
DD 19.05	£11.98	05.05.26	British Gas - Electricity charges - floodlights - 15.04.26 to 05.05.26
DD 20.05	£86.39	05.05.26	British Gas - Electricity charges - Pavilion - 05.04.26 to 04.05.26
DD 09.05	£12.00	09.05.26	Sage - Payroll software
DD 18.05	£11.30	09.05.26	Lloyds Bank - Service Charges
DD 27.05	£35.30	12.05.26	British Gas - Electricity charges - Public Toilets - 11.04.26 to 10.05.26

DC 28.04	£28.74	28.04.26	J&A International - Fun Run Stickers
DC 29.04	£155.00	29.06.26	AudioVolt - Wireless microphone adapter
Total	£478.71		

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