

CORFE MULLEN TOWN COUNCIL
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NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **CORFE MULLEN TOWN COUNCIL**

Time... **19:00**

Date... **Tuesday 27 February 2024**

Place... **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

A handwritten signature in black ink, appearing to read 'C Horsley'.

Catherine Horsley
Town Clerk & RFO
21 February 2024

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the business of the meeting commences to enable members of the public to raise any issues pertaining to the agenda for the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

Councillors will be discussing all the items listed on the agenda below.

AGENDA

- TC 23/244 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- TC 23/245 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- TC 23/246 Paper A – To Approve minutes of the Full Council meeting held on 23 January 2024**
– LGA 1972, sch 12, para 41
- TC 23/247 Paper B – TO FOLLOW - To Approve Accounts for Payment** – a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.
- TC 23/248 Paper C – To Approve Bank Reconciliation for January 2024**
- TC 23/249 Paper D – To Note the already Approved minutes of Committees:**

- Community Services Committee – 12 September 2023
- Community Services Committee – 14 November 2023
- Planning Committee – 4 January 2024
- Planning Committee – 23 January 2024

- TC 23/250 Paper E - Special Motion – To revisit the decision of Council at its meeting on 19 December 2023 under minute TC 23/200 relating to early learning provider, Mini Munchkins daily fee for use of sports pavilion lounge and storage**
- TC 23/251 Paper F - To Consider and Approve Recommendations from the Community Services Committee**
- TC 23/252 Paper G – To Consider Items Requiring Approval**
- a) To approve - updating Town Council Streetlighting to LED
 - b) TO FOLLOW - To approve – upgrade to Council Office IT Technology
 - c) To approve – resident request to conduct metal detecting at the Recreation Ground
 - d) To approve - request from the Corfe Mullen Carnival Committee
- TC 23/253 Paper H – To Review and Approve Electronic Communications Policy**
- TC 23/254 Paper I – To Note Vandalism and Anti-Social Behaviour on Town Council sites**
- TC 23/255 Verbal – To Note Update on Purchasing of Bus Shelters**
- TC 23/256 Paper J – To Note Elections Timetable and Pre-Election Period**
- TC 23/257 TO FOLLOW - Paper K – To Consider Community Engagement**
- Content of Draft Parish Newsletter
 - Councillor Surgeries
 - Link Magazine - Chairmans Article
- TC 23/258 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 23/259 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 23/260 Verbal – To Note Clerk’s Update**
- TC 23/261 Verbal – To Note Mayor’s Report**
- TC 23/262 Verbal - To Note Dorset Councillor Report**
- TC 23/263 Verbal – Matters for Forthcoming Agendas** No decisions can be taken¹
- TC 23/264 To Agree a date and time for the next meeting – Tuesday 26 March 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 23/265 Close of meeting**

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 23 January 2024 at 19:22 in the Small Hall of the Village Hall

Present: **Councillors**
D Sowry-House (Chair)
A Craven
D Everett
S Florek
A Holland
P Holland
B Honeyman
S Jefferies
J Lortie
D Mattocks
P Neil
P Purvis
J Stennett

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk – minute taker)

Public Participation

There were 4 members of the public present, two of whom wished to speak.

The members of the public spoke relating to the recent vandalism of the memorial bench in the New Cemetery which was fundraised by family and friends and placed in the cemetery for their late brother and friend who had died in 1996, along with 3 other young people from Corfe Mullen.

The Chair thanked the members of the public for their representation and opened the meeting.

TC 23/223 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received from Cllr Hardy, who was unable to attend due to a prior commitment. Members sought clarification on the prior commitment in order to accept apologies.

TC 23/224 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Craven declared a non-pecuniary interest relating to the proposed capital expenditure budget for bus shelters, due to a family members request for a new bus shelter at Windgreen on Wareham Road.

TC 23/225 Paper A – To Approve minutes of the Full Council meeting held on 4 January 2024 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 4 January 2024 were **APPROVED**, subject to spelling correction of Cllr Mattocks surname on page 4.

The Chair brought forward agenda items TC 23/232 and TC 23/233 and suspended Standing Orders in order for the members of the public attending regarding the vandalised memorial bench in the New Cemetery to be part of the discussion.

TC 23/232 Paper H – To Note Recent Acts of Vandalism on Town Council Sites

The Clerk presented the report, noting the disappointment at the vandalism currently being experienced across Town Council sites and the costs to the Town Council to either repair or replace along with man hours to resolve these issues.

Members noted their disappointment at the vandalism and discussed the regular vandalism at the Recreation Ground public toilets. While they acknowledged that consideration may have to be given to closing the toilets permanently if the vandalism continued, it was felt that reducing the opening hours to daylight hours, currently 8am until 4pm, should be trialled.

Members felt the information should be in the public domain to demonstrate the costs to the Town Council and the effect on the Town Councils finances and ultimately the precept, which is funded by those who pay Council Tax.

The Clerk agreed to regularly report acts of vandalism to the Full Council.

The update was **NOTED**.

It was **RESOLVED** to reduce the Recreation Ground public toilet opening times to daylight hours on a trial basis to be revisited at the Full Council meeting on 26 March 2024.

TC 23/233 Paper I – To Consider and Agree Bench Options for Street Furniture Policy

Cllr Craven presented the report with options available to replace the existing street furniture benches with a more robust design to deter vandalism.

The options presented would be made by the Village Hall Caretaker/Handyman, who was a trained carpenter, all made from solid oak sleepers with steel fixings.

Members discussed all options and their future durability and felt option 1, was the most robust. Members also recognised the importance of memorial benches and the added amenity within the community and agreed the Town Council should cover the cost of replacing the vandalised bench.

The members of the public felt a cast iron bench would be a more robust option and require less maintenance. However, were grateful to the Town Council for involving them in the discussion and agreeing to replace the bench, which meant a lot to the family and friends of the young people who had died.

Discussion went onto the accountability to those causing the damage and how Dorset Police should follow up, when reports are made. The Clerk advised, all vandalism on Town Council sites was reported to Dorset Police 101.

It was **RESOLVED to APPROVE** option 1 bench to be updated in the Street Furniture Policy and to progress with replacing vandalised bench at a cost for materials of circa £140 plus labour costs.

The Clerk agreed to update the Street Furniture Policy to be presented to a future Full Council meeting for approval.

The Chair thanked the 3 members of the public, who then left the meeting.

The Chair returned to the agenda items in order.

TC 23/226 Paper B - To Approve Accounts for Payment

Cllr Craven queried the following payments:

- Line 750: Was the bin a replacement and what type? The Clerk confirmed the bin replaced a general waste bin at the Recreation Ground play area with a dual general waste and recycling bin, similar to the bin located in the skate park.
- Line 726: What period did the invoice relate to? The Clerk confirmed, British Telecom invoiced quarterly in advance for the broadband lines for the Council Office and Grounds Unit.
- Line 725: Why was the Council not using a local supplier for materials? The Clerk confirmed, Bridport Building Supplies was located on the Cogdean Industrial Estate and gave a small discount to the Town Council.

Cllr Craven asked if the invoice for the recent by-election had been received. The Clerk confirmed the invoice had not been received to date, however, she had followed up with Dorset Council Electoral Services.

The accounts for payment, totalling £31,751.26 were **APPROVED**.

TC 23/227 Paper C - To Approve Bank Reconciliation for December 2023

Cllr Craven queried the expenditure for both British Telecom and Buzz Networks. The Clerk confirmed British Telecom provided the broadband lines for the Council Office and Grounds Unit and Buzz Networks provided the digital phone lines to the Council Office to enable calls to be answered from any location, particularly when working from home.

The bank reconciliation for December 2023 was **APPROVED**.

TC 23/228 Paper D – To Note the already Approved minutes of Committees:

- Finance & Administration Committee – 8 November 2023
- Planning Committee – 28 November 2023
- Planning Committee – 19 December 2023

Cllr Jefferies noted a spelling error on page 48 of the Planning Committee minutes from 19 December 2023. This would be corrected.

The already approved minutes from Committee meetings were **NOTED**.

TC 23/229 Paper E – To Receive and Note Interim Internal Audit Report

Cllr Lortie congratulated the Clerk and staff on the interim internal audit report.

The Interim Internal Audit Report was received and **NOTED**.

TC 23/230 Paper F – To Consider Items to Note or Requiring Approval

a) To approve - Mobile café at the Recreation Ground

It was **RESOLVED** to **APPROVE** the request for 'Coffee Guys' to site a mobile café at the Recreation Ground on the following basis:

- Refundable deposit of £100.00 be paid to cover additional costs that may be incurred as a result of littering and/or removal of waste.
- Evidence of insurance(s) and food safety certificates to be provided prior to trading.
- Agreement to be drafted by the Clerk to be reviewed six monthly.
- Times and location of mobile café to be accessible to all, to be agreed with the Clerk.
- Council Office to provide listing of events taking place at the Recreation Ground.

b) To approve - Bus Shelters on Wareham Road by Large Co-op and Windgreen Roundabout

The Deputy Clerk presented the report, noting at this stage, the Council was agreeing to the type/style of the bus shelters. Once agreed, permission would be sought from Dorset Council Highways to install bus shelters in the agreed locations.

The Deputy Clerk reported, Dorset Council had confirmed the three bus shelter locations noted within the report, were all the responsibility of the Town Council.

Members discussed the various options and agreed the option chosen should be in line with the bus shelter previously purchased by the Town Council located on Wareham Road by Corfe View Road. The options presented did not include the installation of an electronic timetable, which members felt was important for future proofing the bus shelters.

Discussion also took place relating to the condition of the bus shelter already in situ at Windgreen and members felt if the budget allowed, this bus shelter should be replaced.

The Clerk confirmed that £11,000 had been allocated in the 2024/25 budget with an agreed programme for purchasing and installation of bus shelters over two financial years.

It was **RESOLVED** to agree in principle, subject to Externiture who supplied the bus shelter on Wareham Road by Corfe View Road providing a like for like quotation and costs being updated to include the following:

- Option 1 – heritage shelter with half-end panels
- One x 2 bay shelter with 100mm bench to be located on Wareham Road by the large Co-op at a total cost of £3145+VAT
- Two x 3 bay shelters with 200mm bench to be located on each side of Wareham Road by the Windgreen Roundabout at a total cost of £7770+VAT
- Ability to install an electronic timetable in the future
- Colour black
- Standard timetable casing included
- Town Council branding
- All costs to include delivery and installation

c) To approve - Parish Online Subscription

Members discussed the pros and cons of subscribing to Parish Online, particularly in terms of drafting the Neighbourhood Plan and Climate Change Action Plan.

The Clerk raised her concerns over the ability to maintain the database with limited office resources. Cllr Neil felt the Council should consider a university intern or volunteers to upload the data required, albeit this would be a long-term project.

The Clerk noted some of the information available on Parish Online was also available on Dorset Explorer and advised a Dorset Clerks meeting was scheduled

with the Chief Executive of Dorset Council on 13 March 2024, with Dorset Explorer as an agenda item to understand the development of the database and access by Town & Parish Councils in Dorset.

It was **RESOLVED** to defer the decision to subscribe to Parish Online until following the Clerks' meeting on 13 March 2024, with an update to be provided at the Full Council meeting scheduled on 26 March 2024. Cllr Neil to invite a local user of Parish Online to present their experiences of using the database to Council.

The meeting was paused at 20:52, whilst members took a comfort break. The meeting recommenced at 20:58.

d) To approve - Content for Parish Newsletter

The Clerk presented the report, noting £6000 was allocated in the 2023/24 and 2024/25 financial year budgets for Parish Newsletters.

Members felt with the budget available, two newsletters should be drafted to be sent to all households in Corfe Mullen before the end of the current financial year. The first newsletter should be specific to the forthcoming elections and how to stand as a Town Councillor with the second newsletter to cover the suggestions within the report along with climate change. Cllr Neil agreed to draft some wording relating to the Neighbourhood Plan and climate change.

Cllr Jefferies noted consideration should be given to local sports clubs/team results being published in the newsletters if there was space available.

It was **RESOLVED** to **APPROVE** for the Clerk to draft two newsletters and for the contractor, Mail & Print to format the newsletters at a total cost of £5801.64+VAT. The first newsletter to cover the forthcoming elections to be distributed as soon as possible.

The Clerk confirmed once the newsletters had been drafted and formatted, copies would be circulated to members for consideration, prior to distribution.

The Clerk presented the Dorset Council Area Elections Toolkit prepared by Dorset Council and Dorset Association of Parish and Town Councils (DAPTC). A copy of the toolkit would be shared with members following the meeting.

The Chair suspended Standing Order 3x to allow the meeting to continue.

e) To approve - Utility vehicle for Grounds Team

The Clerk presented the report, noting £12,000 was allocated in the 2023/24 financial year budget for a replacement vehicle for the Grounds Team.

Members discussed the options and felt option 1 from the local John Deere main dealer was most suitable, albeit slightly over budget.

It was **RESOLVED** to **APPROVE** for the Clerk to progress with purchasing gator vehicle at a total cost of £12,950+VAT, subject to the Grounds Team test driving the vehicle and confirming it was fit for purpose.

f) To approve - New Water Heater at Council Office

It was **RESOLVED** to **APPROVE** option 1, BURNSgas Limited to supply and install Ariston 15ltr 3 kw stored water heater at a total cost of £660.49+VAT.

g) To approve - Recommendation from the Planning Committee on 4 January 2024 for installation of safety barrier on Hillside Road, adjacent to Henbury View Play Area

It was **RESOLVED** to **APPROVE** the recommendation from the Planning Committee for Dorset Council Highways to supply and install two broxap standard galvanised pedestrian guard rails on Hillside Road adjacent to Henbury View play area at a total cost of £1064+VAT.

h) To Retrospectively Approve - Additional Cemetery Driveway Works

It was **RESOLVED** to retrospectively **APPROVE** contractor Absolute Armour & Sons to carry out additional ground works to the Old Cemetery driveway to install drain covers to cover pipework and associated concrete at a total cost of £1245+VAT.

i) To Note - Recreation Ground Outdoor Gym Equipment

The Deputy Clerk presented the report, noting the recent site visit with the agreed contractor, Fresh Air Fitness and two grant applications being progressed.

The update was **NOTED**.

TC 23/231 Paper G – To Approve locations in Corfe Mullen to be registered as Community Assets

It was **RESOLVED** to **APPROVE** nominating the following locations in Corfe Mullen as Assets of Community Value:

1. The 'Pound' at the top of Pardy's Hill/Blandford Road
2. County Field, Corfe Mullen Recreation Ground
3. Corfe Mullen Library
4. Lambs Green Pub, Lambs Green Inn Lane
5. Dorset Soldier Pub, Wareham Road

TC 23/234 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies confirmed there were no further updates regarding the Beacon Hill Landfill site.

The update was **NOTED**.

TC 23/235 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil

Cllr Neil reported the working party were progressing with the action plan, albeit slow progress had been made, due a reduction in members. It was noted the purchasing and installation of additional bus shelters was positive, as this may encourage more users of public transport.

The update was **NOTED**.

TC 23/236 Verbal – To Note Clerk's Update

The Clerk provided an update as follows:

- Met with two representatives from AECOM on 10 January 2024, to discuss the updates required to the draft Design Guidance and Codes report. The Clerk confirmed AECOM were updating the draft report, albeit not all recommended updates would not be completed until the Neighbourhood Plan works recommenced and further grant funding was available to revisit the report.
- Registration with the Charity Commission relating to the transfer of Trustee of the Corfe Mullen Sports Association (CMSA) to the Town Council was in progress.
- The Grounds Team roles, Youth Support Worker and Keyholder for the Village Hall job vacancies had been advertised with the closing date of 16 February 2024. Interviews to take place w/c 26 February 2024.
- Sturminster Marshall Neighbourhood Plan was out to public consultation, with a deadline to feedback comments by 1 March 2024.
- Invites had been accepted by the Dorset Police and Crime Commissioner and a resident who conducts metal detecting at the Recreation Ground to present at the Annual Parish meeting scheduled on 14 March 2024.
- Contact had been made with National Highways relating to the increased signage on the A31 for the Alpaca Farm.
- Engagement for the Local Transport Plan (Version 4) commenced on 22 January 2024 for 6 weeks, to shape the plan for the next 10-15 years across Dorset and BCP Council areas.
- Attended virtual meeting with Chief Executive of Dorset Council, where an update was provided on the Devolution deal with BCP, Wiltshire, Somerset and North Somerset Councils which was at the start of the process.
- Community Asset Transfer updated policy was being presented to the Cabinet at Dorset Council in January 2024.
- Second Homes Council Tax policy was being presented to the Cabinet at Dorset Council in February 2024. It was anticipated the benefits to Dorset Council would be circa £6m, albeit exemptions were still unknown.

The update was **NOTED**.

TC 23/237 Verbal – To Note Mayor’s Report

The Mayor advised he would provide an update at the next meeting.

TC 23/238 Verbal - To Note Dorset Councillors Update

No update was provided. However, the Chair requested that the Leader of Dorset Council was made aware of the non-attendance of the Dorset Councillors, particularly to the Planning Committee where a contentious planning application was discussed.

TC 23/239 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

An invite to be sent to Virgin Media to present to Full Council on their work currently being undertaken in the village to install fibre network.

TC 23/240 To Agree a date and time for the next meeting – Tuesday 27 February 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 23/241 To Resolve to exclude members of the press and public – to agree that agenda item TC 23/242 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

The one remaining member of the public left the meeting.

TC 23/242 Paper J – To Note Correspondence from Early Years Provider, Mini Munchkins

The Clerk presented the report, noting the concerns raised by Mini Munchkins relating to the increase in Pavilion lounge hire fees and the impact on their business along with the Government funding for over 2-year-olds and minimum wage increases effective from 1 April 2024.

The Clerk reiterated, in line with Standing Orders 7a & b, a resolution shall not be reversed within 6 months except either by a special motion requiring written notice by at least 5 councillors to the Clerk or by a motion moved in pursuance of the recommendation of a committee/sub-committee.

The update was **NOTED**.

TC 23/243 Close of meeting at 21:55.

Signed as a correct record of the meeting.....Date

DRAFT



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 January 2024

Agenda Item: TC 23/247

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe Accounting.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE Accounts for Payment totalling £20,941.66.

Accounts for Payment - 27 February 2024

Voucher					Payment	
No	Date	Total	Description	Supplier	Ref	Notes
852	29.02.2024	£111.00	Room Hire	Corfe Mullen Village Hall	IB	TC Meetings - March 2024
851	29.02.2024	£78.00	Room Hire	Corfe Mullen Village Hall	IB	APM - March 2024
850	05.03.2024	£4.12	BACs Charges	The Co-Operative Bank	DD	
849	29.02.2024	£773.98	Maintenance	Enerveo Limited	IB	Upgrade to LED in Towers Way
848	04.03.2024	£104.33	Fuel	UK Fuels Limited	IB	
847	29.02.2024	£27.94	Materials	Trade UK (B&Q)	IB	Timber for New Cemetery fence repairs
846	29.02.2024	£184.84	Equipment	Trade UK (Screwfix)	IB	Various replacements tools
845	29.02.2024	£22.84	Materials	Trade UK (B&Q)	IB	New benches
844	29.02.2024	£20.13	Materials	Trade UK (B&Q)	IB	New benches
843	29.02.2024	£17.99	Supplies	Trade UK (Screwfix)	IB	Handwash
842	29.02.2024	£154.97	Equipment	Trade UK (Screwfix)	IB	Various replacement equipment
841	27.02.2024	£64.20	Streetlighting - Electricity	SSE Energy Solutions (Southern Electric)	DD	
840	14.02.2024	£69.60	Materials	Ultimate One Limited	Card	Mesh for Allotment water trough lids
839	29.02.2024	£49.44	Licence Fee	Microsoft Ireland Operations Ltd.	IB	
838	29.02.2024	£79.34	Plumbing Works	Maintain UK Drains Limited	IB	Allotment site repairs to mains plumbing in line with Wessex Water inspection actions
837	29.02.2024	£30.24	Supplies	Eastern Shires Purchasing Org.	IB	Toilet rolls for public toilets
836	29.02.2024	£24.24	Supplies	Eastern Shires Purchasing Org.	IB	Toilet rolls for office and grounds unit
835	29.02.2024	£26.40	Supplies	Eastern Shires Purchasing Org.	IB	Paper towels
834	29.02.2024	£60.00	Training	Dorset Association of Parish and Town Councils	IB	CLlr Lee Hardy new CLlr induction
833	07.03.2024	£267.63	Electricity	British Gas	DD	Pavilion
832	29.02.2024	£292.48	Electricity	British Gas	DD	Office
831	04.03.2024	£337.78	Pavilion Gas	British Gas	DD	
830	29.02.2024	£30.00	Equipment	Amazon Payments UK Ltd.	IB	Soil rake
829	29.02.2024	£6.99	Materials	Amazon Payments UK Ltd.	IB	Repair washers
828	29.02.2024	£32.78	Materials	Amazon Payments UK Ltd.	IB	Piping for Allotment water trough lids
827	29.02.2024	£52.45	Equipment	Amazon Payments UK Ltd.	IB	Replacement lopper
825	23.02.2024	£2,011.35	NIC	HMRC	IB	
824	23.02.2024	£1,284.80	PAYE	HMRC	IB	
823	23.02.2024	£3,871.06	Pension	DCPF	IB	
822	23.02.2024	£10,850.74	Salaries	Central Computer Management Ltd	BACs	
TOTAL:		£20,941.66				



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/248

Paper: C

Subject:	Bank Reconciliation
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and approve Bank Reconciliation for January 2024.
Background:	Each month the bank accounts are reconciled with the payments and receipts to ensure they all balance. It is then presented to Council for review and approval. Any anomalies should be accounted for, and an explanation provided.
Key Points:	<p>The Receipts and Payments lists are included in the paper and bank statements will be initialled by a Councillor in accordance with the Financial Regulations.</p> <p>All Councillors have login read only access to the full accounts package (Scribe) and can view each individual transaction which has its correlating invoice uploaded to each transaction.</p>
Implications:	<p>Incorrect bank reconciliations would result in the year end accounts not balancing.</p> <p>Failure to reconcile the accounts monthly could result in missing transactions and a potential for fraud to take place.</p> <p>Reconciliations of the accounts monthly supports the quarterly budgeting reports, providing the Council with a clear and transparent view of the accounts overall.</p>
Recommendation:	To Approve the balanced Bank Reconciliation for January 2024.

Corfe Mullen Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
678 Rates & Utilities	01/01/2024	TC 23/192	Cooperative Current A	DD	Rates	Dorset Council	Z	227.00		227.00
679 Rates	01/01/2024	TC 23/192	Cooperative Current A	DD	Rates	Dorset Council	Z	393.00		393.00
645 VH Reimbursement	02/01/2024	TC 23/192	Cooperative Current A	IB	CMVH Items	Trade UK (Screwfix)	Z	34.99		34.99
683 Pavilion - Utilities	02/01/2024	FA 23/29	Cooperative Current A	DD	Pavilion Gas	British Gas	L	370.54	18.53	389.07
703 Street Lighting and Furniture	02/01/2024	FA 23/29	Cooperative Current A	DD	Streetlighting - Electricity	SSE Energy Solutions (South	S	58.28	3.85	62.13
693 Remembrance Sunday	02/01/2024	FA 23/29	Cooperative Current A	DD	Supplies	Dorset Council	S	54.00	10.80	64.80
712 Cleaning Materials & Supplie	02/01/2024		Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	-10.29	-2.06	-12.35
714 Repairs & Maintenance	02/01/2024		Cooperative Current A	IB	Maintenance	Amazon Payments UK Ltd.	S	-36.43	-7.29	-43.72
704 Rates & Utilities	02/01/2024	FA 23/29	Cooperative Current A	DD	Water	Water2business	Z	79.13		79.13
713 VH Reimbursement	02/01/2024		Cooperative Current A	IB	CMVH Items	Amazon Payments UK Ltd.	Z	-34.99		-34.99
732 Tools & Equipment	03/01/2024	TC 23/226	Cooperative Current A	IB	Equipment	Workplace Products	S	699.43	139.89	839.32
733 Pavilion - Maintenance	03/01/2024	TC 23/226	Cooperative Current A	IB	Maintenance	Joy Services Group	S	81.96	16.39	98.35
699 Cleaning Materials & Supplie	04/01/2024	FA 23/29	Cooperative Current A	IB	Materials	Trade UK (Screwfix)	S	10.11	2.02	12.13
698 Pavilion - Utilities	04/01/2024	FA 23/29	Cooperative Current A	DD	Electricity	British Gas	L	297.58	14.88	312.46
719 Miscellaneous	04/01/2024	TC 23/226	Cooperative Current A	Card	Land Registry Fees	HM Land Registry	Z	12.00		12.00
691 Meeting Room Hire	05/01/2024	FA 23/29	Cooperative Current A	IB	Room Hire	Corfe Mullen Village Hall	Z	111.00		111.00
692 Councillor Training	05/01/2024	FA 23/29	Cooperative Current A	IB	Training	Dorset Association of Parish ;	Z	60.00		60.00
717 Ground Staff Building (premi	05/01/2024	FA 23/29	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	107.50	21.50	129.00
717 Public Toilets	05/01/2024	FA 23/29	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	348.00	69.60	417.60
708 Security (Alarm & CCTV)	05/01/2024	FA 23/29	Cooperative Current A	IB	Security	K9 Security (Guarding) Ltd.	S	660.00	132.00	792.00
718 Security (Alarm & CCTV)	05/01/2024	FA 23/29	Cooperative Current A	IB	Security	K9 Security (Guarding) Ltd.	S	250.00	50.00	300.00
700 Play Areas	05/01/2024	FA 23/29	Cooperative Current A	IB	Maintenance	Sutcliffe Play South West	S	171.62	34.33	205.95
709 Office IT & Software	05/01/2024	FA 23/29	Cooperative Current A	IB	Annual Subscription	Vision ICT	S	216.00	43.20	259.20
717 Office Cleaning (inc Windows	05/01/2024	FA 23/29	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	21.50	4.30	25.80
715 Youth Centre Revenue Grant	05/01/2024	FA 23/29	Cooperative Current A	IB	Grant Funding	Corfe Mullen Youth Trust	Z	2,496.00		2,496.00
702 Bank Charges	05/01/2024	FA 23/29	Cooperative Current A	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
717 Pavilion - Cleaning & Supplie	05/01/2024	FA 23/29	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	602.00	120.40	722.40
697 CMYT - Reimbursement	05/01/2024	FA 23/29	Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	13.98		13.98
818 Employment Services	10/01/2024	CS 23/55	Cooperative Current A	DD	Equipment	Skyguard Limited T/A People	Z	463.38		463.38
745 CMYT - Reimbursement	12/01/2024		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	-13.98		-13.98
753 CMYT - Reimbursement	16/01/2024	TC 23/226	Cooperative Current A	Card	CMYT	Co-op Supermarket	Z	1.35		1.35
764 Telephone/Broadband/Mobik	16/01/2024	TC 23/226	Cooperative Current A	DD	Mobile Phone	EE	S	8.80	1.76	10.56

Corfe Mullen Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
817 Tools & Equipment	17/01/2024	CS 23/55	Cooperative Current A	Card	Equipment	Securasite Limited	S	461.00	92.20	553.20
716 Telephone/Internet	18/01/2024	FA 23/29	Cooperative Current A	DD	Digital Phone Lines	Buzz Networks Ltd.	S	39.80	7.96	47.76
727 Waste & Recycling	19/01/2024	TC 23/226	Cooperative Current A	DD	Waste Collection	Dorset Waste Partnership	Z	305.80		305.80
727 Office - Waste Collection	19/01/2024	TC 23/226	Cooperative Current A	DD	Waste Collection	Dorset Waste Partnership	Z	37.10		37.10
727 Pavilion - Utilities	19/01/2024	TC 23/226	Cooperative Current A	DD	Waste Collection	Dorset Waste Partnership	Z	31.42		31.42
729 Employment Services	20/01/2024	TC 23/226	Cooperative Current A	DD	Payroll Subscription	Central Computer Managemen	S	40.00	8.00	48.00
705 Pavilion - Utilities	22/01/2024	FA 23/29	Cooperative Current A	IB	Water	Water2business	Z	218.14		218.14
706 Pavilion - Utilities	22/01/2024	FA 23/29	Cooperative Current A	IB	Water	Water2business	Z	142.36		142.36
767 Miscellaneous	22/01/2024	TC 23/226	Cooperative Current A	Card	Land Registry Fees	HM Land Registry	Z	30.00		30.00
766 Printing/Postage/Stationery	22/01/2024	TC 23/226	Cooperative Current A	Card	Postage	Royal Mail Group Ltd	Z	1.50		1.50
740 Vehicle Fuel	22/01/2024	TC 23/226	Cooperative Current A	DD	Fuel	UK Fuels Limited	S	69.47	13.90	83.37
740 Equipment Fuel	22/01/2024	TC 23/226	Cooperative Current A	DD	Fuel	UK Fuels Limited	S	7.17	1.44	8.61
726 Telephone/Internet	23/01/2024	TC 23/226	Cooperative Current A	DD	Phone Lines & Broadband	British Telecom plc	S	149.80	29.96	179.76
726 Telephone/Broadband/Mobile	23/01/2024	TC 23/226	Cooperative Current A	DD	Phone Lines & Broadband	British Telecom plc	S	149.80	29.96	179.76
768 Miscellaneous	23/01/2024	CS 23/55	Cooperative Current A	Card	Land Registry Fees	HM Land Registry	Z	12.00		12.00
722 Cleaning Materials & Supplies	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	4.72	0.94	5.66
723 Cleaning Materials & Supplies	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	3.29	0.66	3.95
720 Cleaning Materials & Supplies	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	2.87	0.58	3.45
721 Cleaning Materials & Supplies	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	13.64	2.72	16.36
724 Repairs & Maintenance	24/01/2024	TC 23/226	Cooperative Current A	IB	Equipment	Amazon Payments UK Ltd.	S	85.82	17.16	102.98
734 Public Toilets	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Trade Uk (B&Q)	S	6.33	1.27	7.60
737 Tools & Equipment	24/01/2024	TC 23/226	Cooperative Current A	IB	Equipment	Amazon Payments UK Ltd.	S	4.58	0.92	5.50
739 Advertising	24/01/2024	TC 23/226	Cooperative Current A	IB	Advertisement	The Link Magazines Dorset L	S	82.34	16.46	98.80
731 Plant Maintenance	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Longham Garden Machinery	S	35.66	7.13	42.79
738 Repairs and Maintenance	24/01/2024	TC 23/226	Cooperative Current A	IB	Materials	Amazon Payments UK Ltd.	S	22.49	4.50	26.99
736 Trailer for Groundstaff Team	24/01/2024	TC 23/226	Cooperative Current A	IB	Equipment	Amazon Payments UK Ltd.	S	14.16	2.83	16.99
739 VH Reimbursement	24/01/2024	TC 23/226	Cooperative Current A	IB	Advertisement	The Link Magazines Dorset L	Z	98.80		98.80
730 Pavilion - Cleaning & Supplies	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	7.95	1.59	9.54
728 Pavilion - Maintenance	24/01/2024	TC 23/226	Cooperative Current A	IB	Maintenance	Joy Services Group	S	139.30	27.86	167.16
739 CMYT - Reimbursement	24/01/2024	TC 23/226	Cooperative Current A	IB	Advertisement	The Link Magazines Dorset L	Z	98.80		98.80
750 Litter & Dog Bins	24/01/2024	TC 23/226	Cooperative Current A	IB	Equipment	Glasdon UK Limited	S	725.22	145.05	870.27
756 Cleaning Materials & Supplies	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Eastern Shires Purchasing Or	S	8.03	1.61	9.64
735 Old Cemetery Driveway	24/01/2024	TC 23/226	Cooperative Current A	IB	Maintenance	Absolute Armour & Sons	S	4,465.00	893.00	5,358.00
746 Publications and Subscriptions	24/01/2024	TC 23/226	Cooperative Current A	IB	Annual Subscription	Amazon Payments UK Ltd.	S	80.00	16.00	96.00
751 Office IT & Software	24/01/2024	TC 23/226	Cooperative Current A	IB	Licence Fee	Microsoft Ireland Operations	S	41.20	8.24	49.44

Corfe Mullen Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
755 Printing/Postage/Stationery	24/01/2024	TC 23/226	Cooperative Current A	IB	Photocopying Charges	Deos Group.co.uk Limited	S	105.95	21.19	127.14
755 Copier Lease	24/01/2024	TC 23/226	Cooperative Current A	IB	Photocopying Charges	Deos Group.co.uk Limited	S	140.00	28.00	168.00
755 Copier Lease	24/01/2024	TC 23/226	Cooperative Current A	IB	Photocopying Charges	Deos Group.co.uk Limited	S	-140.00	-28.00	-168.00
747 Repairs and Maintenance	24/01/2024	TC 23/226	Cooperative Current A	IB	Materials	Bridport Building Supplies	S	90.19	18.04	108.23
754 VH Reimbursement	24/01/2024	TC 23/226	Cooperative Current A	IB	CMVH Items	Trade Uk (B&Q)	Z	9.41		9.41
756 Pavilion - Cleaning & Supplie	24/01/2024	TC 23/226	Cooperative Current A	IB	Supplies	Eastern Shires Purchasing Or	S	8.02	1.60	9.62
757 Old Cemetery Driveway	24/01/2024	TC 23/226	Cooperative Current A	IB	Maintenance	Absolute Armour & Sons	S	1,245.00	249.00	1,494.00
761 Water	24/01/2024	TC 23/226	Cooperative Current A	IB	Water	Water2business	Z	213.73		213.73
760 VH Reimbursement	24/01/2024	TC 23/226	Cooperative Current A	IB	CMVH Items	Trade UK (Screwfix)	Z	29.99		29.99
769 Chairman's Allowance	24/01/2024	CS 23/55	Cooperative Current A	IB	Gift	Women's Institute (WI)	Z	15.00		15.00
774 VH Reimbursement	24/01/2024		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-98.80		-98.80
775 VH Reimbursement	24/01/2024		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-9.41		-9.41
776 VH Reimbursement	24/01/2024		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-29.99		-29.99
777 VH Reimbursement	24/01/2024		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-320.45		-320.45
778 CMYT - Reimbursement	24/01/2024		Cooperative Current A	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-98.80		-98.80
779 CMYT - Reimbursement	24/01/2024		Cooperative Current A	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-1.50		-1.50
741 Salaries	25/01/2024	TC 23/226	Cooperative Current A	BACs	Salaries	Central Computer Managemen	Z	11,876.88		11,876.88
617 Ground Staff Building (premi	25/01/2024	TC 23/192	Cooperative Current A	DD	Fire Safety	Chubb Fire Limited	S	17.47	3.49	20.96
725 Repairs and Maintenance	25/01/2024	TC 23/226	Cooperative Current A	IB	Materials	Bridport Building Supplies	S	32.92	6.58	39.50
742 Pension	25/01/2024	TC 23/226	Cooperative Current A	IB	Pension	DCPF	Z	4,169.16		4,169.16
743 PAYE	25/01/2024	TC 23/226	Cooperative Current A	IB	PAYE	HMRC	Z	1,279.80		1,279.80
744 National Insurance	25/01/2024	TC 23/226	Cooperative Current A	IB	NIC	HMRC	Z	2,060.01		2,060.01
784 Health & Safety Services	27/01/2024	CS 23/55	Cooperative Current A	DD	H&S Services	Peninsula Business Services I	S	263.40	52.68	316.08
748 Utilities	29/01/2024	TC 23/226	Cooperative Current A	DD	Electricity	British Gas	S	209.34	41.87	251.21
759 Pavilion - Utilities	31/01/2024	TC 23/226	Cooperative Current A	DD	Pavilion Gas	British Gas	L	363.56	18.18	381.74
Total								36,824.02	2,418.67	39,242.69

Corfe Mullen Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
344 Pavilion Lounge Hire	03/01/2024		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	1,575.00		1,575.00
345 Tennis Court Fees	04/01/2024		Cooperative Current A	Cheque	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
383 Bank Interest	05/01/2024		Public Sector Deposit	IB	Bank Interest	PSDF	Z	3,070.46		3,070.46
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
346 Tennis Court Fees	08/01/2024		Cooperative Current A	cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
347 Tennis Court Fees	08/01/2024		Cooperative Current A	IB	Tennis Court Fees	Sara Butt	Z	7.00		7.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	37.00		37.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	22.00		22.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	22.00		22.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	26.00		26.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	26.00		26.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	37.00		37.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	37.00		37.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	37.00		37.00
348 Pitch Fees	11/01/2024		Cooperative Current A		Football Pitch Fees	Corfe Mullen United Juniors F	Z	37.00		37.00
349 Allotment Rents	18/01/2024		Cooperative Current A	IB	Allotment Rent	Plot 19	Z	4.86		4.86
350 Tennis Court Fees	23/01/2024		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
350 Tennis Court Fees	23/01/2024		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
350 Tennis Court Fees	23/01/2024		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
350 Tennis Court Fees	23/01/2024		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
350 Tennis Court Fees	23/01/2024		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
354 Tennis Court Fees	24/01/2024		Cooperative Current A		Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
352 Pitch Fees	29/01/2024		Cooperative Current A		Football Pitch Fees	Mark White	Z	-50.00		-50.00
353 Pitch Fees	29/01/2024		Cooperative Current A		Football Pitch Fees	Mark White	Z	50.00		50.00
356 Tennis Court Fees	29/01/2024		Cooperative Current A	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
357 Pitch Fees	29/01/2024		Cooperative Current A	IB	Football Pitch Fees	Poole Town FC Wessex	Z	50.00		50.00
357 Pitch Fees	29/01/2024		Cooperative Current A	IB	Football Pitch Fees	Poole Town FC Wessex	Z	50.00		50.00
357 Pitch Fees	29/01/2024		Cooperative Current A	IB	Football Pitch Fees	Poole Town FC Wessex	Z	50.00		50.00
360 Pitch Fees	31/01/2024		Cooperative Current A	IB	Football Pitch Fees	Canford United FC (Home Te	Z	72.00		72.00



Minutes of the Community Services Committee held on Tuesday 12 September 2023 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen

Present: **Councillors**
A Craven (Chair)
S Florek
S Jefferies
P Purvis
D Sowry-House

In Attendance: Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were no members of the public present.

The Chair thanked the Deputy Clerk, Administration Assistant and Nicola Gray, Town Clerk of Wareham Town Council for the additional support given to the Town Council following the Town Clerk's unexpected absence due to a medical emergency.

CS 23/28 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Honeyman and Cllr P Holland who were both unable to attend due to medical reasons.

Apologies were also received and accepted from Cllr A Holland who was unable to attend due to personal commitments.

CS 23/29 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

CS 23/30 Paper A - To Approve minutes of meeting held on 11 July 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 11 July 2023 were **APPROVED**.

CS 23/31 Paper B - To Approve Accounts for Payment

It was **RESOLVED** to **APPROVE** the Accounts for Payment, totalling £12,739.83.

CS 23/32 Paper C - To Note Update and Approve Quotations for Amenities

The Deputy Clerk presented the report, noting the commemorative benches to mark the Coronation of King Charles III had been received and highlighted items requiring approval.



Cllr Purvis noted the reduced capacity of the Town Council office staff during the Town Clerk's absence.

Cllr Craven felt the working party for public consultation for the redevelopment of Corfe Mullen Recreation Ground and Sports Pavilion should be postponed due to reduced staffing capacity. In the meantime, a list to be collated of stakeholders interested in being involved in the working party.

Members discussed the springy bike at the Recreation Ground play area as a result of recent vandalism, and agreed at this stage the budget would be best spent repairing the springy bike.

Cllr Sowry-House informed members that following a recent visit to a wooden play area in Shaftesbury, he felt it would be worthwhile considering wooden materials for future play areas in the village.

Cllr Craven proposed Contractor 3, to carry out the remarking of two disabled car parking bays at Corfe Mullen Recreation Ground Car Park. This was seconded by Cllr Sowry-House, with all members voting in favour.

It was **RESOLVED** to **APPROVE** the following:

- To order a new spring for the Springy Bike at a total cost of £195.53+VAT.
- To install LED bulbs on the two remaining columns in Towers Way at a total cost of £644.98+VAT.
- Contractor 3, South Coast Line Markings Ltd, to carry out the remarking of two disabled car parking bays at Corfe Mullen Recreation Ground Car Park at a total cost of £150.00+VAT.

The update was **NOTED**.

CS 23/33 Paper D - To Note Update and Approve Quotations at the Allotments

The Deputy Clerk presented the report, noting two allotment tenants had requested to swap from half-sized allotment plots to full-sized plots.

Cllr Jefferies shared an update following the Allotment Association Open Day event on 20 August 2023, which herself and Cllr Neil had attended.

It was **RESOLVED** for the allotment tenants to be given the opportunity to swap to a larger or smaller plot, if applicable when a plot became available. This would not affect those residents already on the waiting list.

It was **RESOLVED** the gully across the driveway at the allotment site should be filled with hoggin rather than installing a 'slow down, dip' sign.

The update was **NOTED**.

CS 23/34 Paper E - To Note Update on the Cemeteries

The update was **NOTED**.

CS 23/35 Paper F – To Note Highways Update

The update was **NOTED**.

CS 23/36 Paper G –To Consider and Approve Locations for Beryl Bike Scheme Bays on Town Council Sites

A lengthy discussion took place relating to the locations for Beryl Bike bays. Members raised the following concerns:

- Corfe Mullen Recreation Ground car park was not next to a bus stop meaning users would need to travel to the site before hiring a Beryl Bike.
- Springdale Road Open Space had experienced anti-social behaviour, which could lead to the misuse of Beryl Bikes at this location.
- Both Town Council sites were not well-lit, making them unsafe locations for users.
- Members were disappointed at the lack of communication and consultation regarding all locations for Beryl Bikes within the village.

It was **RESOLVED** to decline Beryl Bike bays at Springdale Road Open Space and Corfe Mullen Recreation Ground and request the siting of all bays within the Village go to public consultation prior to Beryl Bike bay installation.

CS 23/37 Matters for forthcoming agendas No decisions can be taken¹

- Waterloo Valley Traffic Surveys.

CS 23/38 To Agree a date and time for the next meeting – Meeting to be held on Tuesday 14 November 2023 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

CS 23/39 Close of Meeting at 21:09.

Signed as a correct record of the meeting  Date 13/02/24



¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



Minutes of the Community Services Committee held on Tuesday 14 November 2023 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen

Present: **Councillors**
A Craven (Chair)
S Jefferies
P Purvis

In Attendance: Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were no members of the public present.

CS 23/40 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Sowry-House and Florek due to personal commitments and Cllrs A & P Holland and B Honeyman who were unwell.

Due to the meeting not being quorate, as per Standing Orders and the Terms of Reference, the Chair advised the members present that the meeting could not go ahead, therefore no business could be transacted. (LGA 1972 Sch 12 para 12)

Comments on amenities items requiring approval to proceed under agenda items CS 23/44 and 23/48 along with CS 23/43 – Accounts for Payment, would be sought via email outside of the meeting in order to proceed with proposals and process payments to outstanding creditors.

The remaining agenda items would be carried forward to the next scheduled Community Services Committee meeting.

CS 23/50 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 13 February 2023 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

The Chair thanked those present for their attendance and closed the meeting.

CS 23/51 Close of Meeting at 19:31.

Signed as a correct record of the meeting...  Date 13/02/24



**Minutes of the meeting of Planning Committee held on
Thursday 4 January 2024 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
P Purvis (Chair)
D Everett
S Florek
A Holland
P Neil
D Sowry-House
J Stennett

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk - Minute Taker)

Public Participation

There were 5 members of the public present, none of whom wished to speak.

PC 23/138 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received from Cllr Hardy, who was unable to attend due to a prior commitment. Members sought clarification on the prior commitment in order to accept apologies. The Clerk agreed to follow up with Cllr Hardy.

PC 23/139 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

PC 23/140 Paper A - To Approve minutes of meeting held on 19 December 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 19 December 2023 were **APPROVED**.

PC 23/141 Paper B - To Note Planning Decisions Report – decisions between 13 December 2023 – 22 December 2023

The planning decisions report was **NOTED**.

PC 23/142 To Consider the following applications received from Dorset Council:

Application No: P/HOU/2023/07396
Location: 29 Hanham Road Corfe Mullen Wimborne BH21 3PX
Proposal: Erect Single Storey Extension and Loft Conversion
Planning application: P/HOU/2023/07396 - dorsetforyou.com (dorsetcouncil.gov.uk)

It was **RESOLVED** that there were no objections.

Certificate of Lawful Use for Information Purposes Only:

Application No: P/CLP/2023/07170
Location: 304 Lambs Green Lane Corfe Mullen Dorset BH21 3DN
Proposal: Side extensions to both sides of house.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402001>

The Certificate of Lawful Use was **NOTED**.

Tree Works Applications for Information Purposes Only:

Application No: P/TRT/2023/07309
Location: 1 Brownsea Avenue Corfe Mullen Dorset BH21 3ND
Proposal: T1 Oak: Fell to ground level and replace within the same property boundaries.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402164>

The Tree Works application was **NOTED**.

PC 23/143 Paper C - To Note Highways Update

The Deputy Clerk presented the report, noting a decision was required on how to proceed with the installation of safety railings on Hillside Road, adjacent to the Henbury View Play Area.

Members reviewed the quotation, noting safety railings were in place for the other play area gate onto Hillside Road. It was felt due to the health and safety of users of the play area, it should be recommended to Full Council to proceed with the quotation of £1064+VAT.

An update was provided relating to the road closure in both directions from the Windgreen and Hillview Roundabouts on Wareham Road from 8-18 January 2024 between the hours of 9am – 4pm. Members of the public requiring access to businesses and/or properties will be given access by the Dorset Council Road Traffic team, albeit there may be delays of up to 15-20 minutes. It was recommended to allow sufficient time when travelling during this period.

The Clerk reported the results of the traffic survey's, with two of the locations meeting the criteria for formal crossings. The survey scores needed to be 0.4 or above in the following locations:

- Blandford Road, from Roman Heights to Ralph Road = 0.41
- Wimborne Road, adjacent to Lockyer's School and the new housing development = 0.02
- Wareham Road, near Brownsea Avenue and Henbury View Road = 1.13

Dorset Council Transport Planning team to assess and prioritise work and funding. It should be noted, the process may take some time. The Clerk to liaise with Dorset Council on the funding of the crossings and the impact on the Town Council's finances.

The update was **NOTED**.

It was **RESOLVED** to recommend approval to Full Council to proceed with quotation to supply and install two Broxap standard galvanised pedestrian guardrails with ST2

concrete footings adjacent to Henbury View Play Area at a total cost of £1064.00+VAT.

PC 23/144 Paper D – To Note Update on Planning Applications at Smugglers Hyde, 47 Brook Lane, Corfe Mullen, BH21 3RD

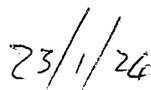
The update was **NOTED**.

PC 23/145 Matters for forthcoming agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

PC 23/146 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 23 January 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 23/147 Close of Meeting at 18:49.

Signed as a correct record of the meeting..........Date..........

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



**Minutes of the meeting of Planning Committee held on
Tuesday 23 January 2024 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
P Purvis (Chair)
D Everett
S Florek
A Holland
P Neil
D Sowry-House
J Stennett

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk - Minute Taker)

Public Participation

Cllr Purvis introduced himself to the 20 members of the public present, 7 of whom wished to speak relating to planning application no. P/OUT/2023/05744 – Land at Broadmoor Road, Corfe Mullen.

The seven members of the public who spoke, spoke passionately about their concerns and objections to the proposed development as follows:

- The location was not sustainable, due to limited accessibility on a single-track bridle way which was not within easy walking and cycling distance from the village.
- Local infrastructure could not accommodate additional dwellings in terms of increased traffic and accessing local healthcare services.
- The proposed development was deemed to be an urban spread within the Green Belt, which should be protected.
- Housing needs survey had not been carried out to understand the local needs for affordable housing.
- New planning applications were required to display site notices to notify neighbouring residents of proposed development. However, no notices were displayed and should be raised with Dorset Council Planning.
- The application indicates the access road/bridleway to the proposed development was owned by the applicant. The road/bridleway was owned and maintained by Knoll Church, which was not suitable for increased vehicles on a single track unadopted lane.
- The bridleway linking Broadmoor Road and Knoll Lane was used daily by horse riders, in an area already lacking off-road areas to ride. Walkers, cyclists and horse riders took precedent on bridleways.
- Unclear whether the proposed development would utilise mains drainage and utilities.
- The proposed development of 9 dwellings would increase the flood risk already experienced in this area.
- Tree Preservation Order (TPO) in place for mature trees by the entrance to the site.

The Chair thanked members of the public for their representation and opened the meeting.

A handwritten signature in black ink, appearing to be 'Catherine Horsley'.

PC 23/148 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received from Cllr Hardy, who was unable to attend due to a prior commitment. Members sought clarification on the prior commitment in order to accept apologies.

PC 23/149 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Purvis declared an interest as a landowner near to planning application no. P/OUT/2023/05744 – Land at Broadmoor Road, Corfe Mullen.

PC 23/150 Paper A - To Approve minutes of meeting held on 4 January 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 4 January 2024 were **APPROVED**.

PC 23/151 Paper B - To Note Planning Decisions Report – decisions between 22 December 2023 – 17 January 2024

Members noted their disappointment with Dorset Council's decision to grant planning permission at Smugglers Hyde, 47 Brook Lane, Corfe Mullen, which had been strongly objected to by the Town Council.

The report was **NOTED**.

PC 23/152 To Consider the following applications received from Dorset Council:

Following the members of the public representation, the Chair proposed to consider planning application P/OUT/2023/05744 – Land at Broadmoor Road, Corfe Mullen in the first instance.

Application No: P/OUT/2023/05744
Location: Land At Broadmoor Road Corfe Mullen
Proposal: Erection of 9no. affordable residential units with car parking and vehicular access
Planning application: P/OUT/2023/05744 - dorsetforyou.com (dorsetcouncil.gov.uk)

Members thanked the member of the public for their thorough and detailed report pertaining to the planning application received ahead of the meeting, which would form part of the basis of the Town Council's response to Dorset Council Planning as a statutory consultee.

Members discussed the application, noting their frustrations that the application had not been scrutinised by Dorset Council Planning prior to going out to consultation, due to the discrepancies within the application, particularly the scoping as a rural exception site and lack of supporting documentation detailed within the planning statement.

It was **RESOLVED** to strongly object on the grounds detailed in Appendix 1 of the minutes.

Cllr Sowry-House advised the Town Council's response would be published on its website and could be used by residents as a basis for their objections, should they wish. The member of the public also agreed to share her written report.

Application No: P/FUL/2023/07521
Location: 152 Wareham Road Corfe Mullen BH21 3LJ
Proposal: Change of use for part ground floor to C3 residential
Planning application: [P/FUL/2023/07521 - dorsetforyou.com \(dorsetcouncil.gov.uk\)](https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402356)

It was **RESOLVED** that there were no objections.

Application No: P/HOU/2024/00014
Location: 232 Wareham Road Corfe Mullen BH21 3LW
Proposal: Erect single storey rear extension.
Planning application: [P/HOU/2024/00014 - dorsetforyou.com \(dorsetcouncil.gov.uk\)](https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402356)

It was **RESOLVED** that there were no objections.

Certificate of Lawfulness:

Application No: P/CLE/2023/07469
Location: Little Orchard Broadmoor Road Corfe Mullen Dorset BH21 3RB
Proposal: Extension of a residential garden and curtilage of Little Orchard
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402356>

It was **RESOLVED** that there was no evidence to claim the use or development was lawful or unlawful.

PC 23/153 Paper C - To Note Update on Static Caravan sited on Green Belt Land

The Clerk noted the enforcement in place on land on Rushall Lane relating to siting of a static caravan on Green Belt land. Dorset Council Enforcement Officers were in contact with the landowners and were working with them to rehouse the vulnerable family members residing in the static caravan.

The update was **NOTED**.

PC 23/154 Matters for forthcoming agendas No decisions can be taken¹

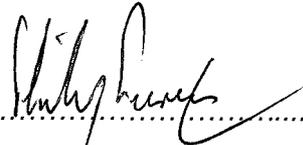
Members noted their disappointment of the lack of attendance at the meeting of the Dorset Ward Councillor for Corfe Mullen, who was also a member of the Dorset Council Planning Committee, due to the contentious planning application on the land at Broadmoor Road.

The Clerk to follow-up with the Head of Dorset Council Planning for an in-person meeting to be scheduled with the Chair of the Council and herself, to discuss and address some of planning issues currently being experienced.

The Clerk to follow-up issues relating to the resurfacing works which had recently taken place on the Henbury View estate with Dorset Council Highways.

PC 23/155 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 13 February 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 23/156 Close of Meeting at 19:09.

Signed as a correct record of the meeting..........Date.....13/2/2024.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

APPENDIX 1 – Objections to Planning Application No: P/OUT/2023/05744, Land at Broadmoor Road, Corfe Mullen

- No planning site notices displayed on Broadmoor Road and/or adjacent to the proposed development.
- The location plan includes Knoll Farm Lane shown in red, which is an unadopted single track lane and a public Right of Way (RoW) E37/23 as part of the proposed development. HM Land Registry records show the applicant is not the landowner, therefore this is misleading and should not form part of the application.
- Tree Preservation Order, TPO/2023/0078 - land at Knoll Farm, Broadmoor Road covers the mature trees at the entrance to the proposed development.
- An application for a rural exception site should be accompanied by a local housing needs survey to highlight who in the local community are in need of housing. A survey has not been submitted as part of the application.

It is unclear whether the affordable housing is rented or available to purchase on the open market and the mechanism to secure affordable housing in perpetuity.

- The proposal is contrary to the following policies within the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014):
 - **ME1 – Safeguarding Biodiversity and Geodiversity:** The proposed development does not protect, maintain and enhance the condition of its habitats and species within a regionally important geological and geomorphological area.

Evidence to deliver a minimum 10% biodiversity net gain and avoidance of harm to existing habitats and species has not been demonstrated through an ecological survey. Therefore, the application does not comply with the Dorset Biodiversity Appraisal Protocol (DBAP) which is designed to meet the requirements of Natural England Protected Species Standing Advice and to address the mitigation hierarchy set out in the National Planning Policy Framework (NPPF).

- **ME2 – Protection of the Dorset Heathlands:** The proposed development is between 400m and 5km of protected European and internationally protected heathlands and does not provide Suitable Alternative Natural Greenspace (SANG) or provision of other appropriate avoidance/mitigation measures.
- **ME6 – Flood Management, Mitigation and Defence:** The proposed dwellings are within flood zone 1 with access/egress route in flood zone 3. The planning statement states that access may not be possible during a flood event and safe refuge should be sought within the dwellings. In line with the policy, this does not demonstrate future proofing against the effects of climate change and unaided access/egress during flooding events.

The ditch on one side of the lane is a watercourse, not 92m from the development as stated in the flood risk assessment.

All developments are required to demonstrate that flood risk does not increase as a result of a development, and that options have been taken to reduce overall flood risk and levels of run-off overall, primarily through the use of Sustainable Drainage Systems (SUDS). The flood risk assessment recommends a surface water drainage strategy to support the application, however, this has not been submitted.

- **HE2 – Design of New Development:** The proposed development is in a rural setting, which will significantly compromise the tranquillity of the area and visual amenity. The development is out of character and not compatible with its surroundings and neighbouring properties, therefore, impacting on the amenity and privacy currently enjoyed by neighbouring properties.



Anthony Harvey
30.01.2024

- **HE3 – Landscape Quality:** The proposed development does not protect the landscape, important views, mature trees and hedgerows, field boundaries and wildlife corridors, along with noise, light pollution and motion from the dwellings and traffic generated.
- **LN1 – The Size and Type of New Dwellings:** The proposed scheme is for a rural exception site. The application seeks outline planning permission for 9, two-bedroom houses, which does not demonstrate a mix of size and type for new dwellings. However, the planning statement states a mixture of standard housing types including 2 and 3 bedrooms.
- **LN2 – Design, Layout and Density of New Housing Development:** The design and layout of the proposed development conflicts with the local character and distinctiveness of the area. The site is not along the prime transport corridors or does it have good access to public transport and essential facilities and services, due to its rural setting, away from the village.
- **KS3 – Green Belt:** The proposed development is within the Green Belt and fails to protect the separate physical identity of individual settlements in the area.
- **KS9 – Transport Strategy and Prime Transport Corridors:** The proposed development is not located along and/or at the end of the prime transport corridors in the most accessible locations and supported by transport improvements to benefit existing and future communities.

The site is not easily accessible or in a sustainable location due to the steep incline to reach facilities within the village, making walking and cycling impractical and not accessible to all. The distance from the proposed development to the nearest bus stop on Wareham Road, to access public transport is 1,148 metres on a steep incline.

Access to the dwellings is via an unadopted single track lane and a public RoW, does not enhance or protect the existing RoW to provide and encourage safe off-road walking, cycling and horse riding. The lane has no pavements, lacks a clear line of sight with limited refuges for passing of increased users and vehicles, due to one side being a deep ditch with mature native hedge beyond and on the other side, also mature native hedge, with limited breaks in the hedgerow.

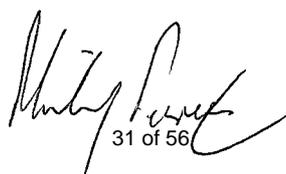
Access by the emergency services and refuse collectors would be very limited due to the single-track lane. Currently, properties in Knoll Farm Lane bring their waste in black sacks to the junction with Broadmoor Road for collection.

The planning statement refers to a transportation assessment, which has not been submitted as part of the application and refers to updating the road infrastructure. However, no information is available on the proposal or the effects on the RoW during proposed works and/or on completion, particularly relating to the mature trees and hedgerows bordering the lane.

- **KS11 – Transport and Development:** The proposed development does not reduce the need to travel or improve access to facilities and services in the village, due to the rural setting accessed by an unadopted single track lane.

The site does not provide safe access, permeable layouts to access public transport and impacts on the RoW used by walkers, cyclists and horse riders.

The planning statement acknowledges the existing road infrastructure requires updating to facilitate the additional car movements associated with the proposed development. However, the transportation assessment detailing the measures identified to facilitate the proposed development was not included as part of the application.



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- **KS12 – Parking Provision:** There is insufficient vehicle and cycle parking facilities or parking provision for those with disabilities or visitors for 9, two-bedroom dwellings without garages, in line with the Dorset Council residential car parking provision guidance.
- The proposal is also contrary to the following policies within the National Planning Policy Framework (NPPF) paragraphs:
 - **114b & 116b:** Due to the location of the proposed development, in a rural setting on an unadopted single track lane, this does not provide safe and suitable access to the proposed development for all users, particularly those with disabilities and reduced mobility in terms of all modes of transport.
 - **116d:** Delivery of goods and access by services and emergency services would be limited, due to rural setting on an unadopted single track lane.
 - **135c:** The proposed development is not sympathetic to the rural setting and local characteristics of its surroundings.
 - **143c:** The proposed development does not safeguard the countryside from encroachment.
 - **144 & 145:** The proposed development is within the Green Belt. Dorset Council strategic policies would need to set out any new Green Belts to be established in the exceptional circumstances listed in para 144 a-e.
 - **159a:** The proposed development increases vulnerability to the range of impacts arising from climate change, particularly the flood risk.
 - **167d:** There is no evidence to suggest the flood risk will not increase elsewhere in the Waterloo Valley. Climate change is expected to increase flood risk, which is already being seen locally, and would make the development unsustainable in the long-term.
 - **173c:** There is no evidence of the use of SUDs or clear evidence that this would be inappropriate on the proposed development.
 - **180a:** The proposed development does not protect and/or enhance valued landscapes and biodiversity of the area.

Corfe Mullen Town Council
23 January 2024





CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/250

Paper: E

Subject:	To revisit the decision of Council at its meeting on 19 December 2023 under minute TC 23/200 relating to early learning provider, Mini Munchkins daily fee for use of sports pavilion lounge and storage
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	<p>For the Full Council to revisit resolution relating to the daily fee charged to early years provider, Mini Munchkins for the use of the sports pavilion lounge and storage effective from 1 April 2024.</p> <p>In line with Standing Orders 7a & b, a resolution shall not be reversed within 6 months except either by a special motion requiring written notice by at least 5 councillors to the Clerk or by a motion moved in pursuance of the recommendation of a committee/sub-committee.</p> <p>Written notice was received on 24 January 2024 by Cllrs, Anne & Paul Holland, Lortie, Jefferies and Purvis requesting to revisit Council's decision.</p>
Background:	<p>Mini Munchkins previously agreed a daily fee of £50 with Corfe Mullen Sports Association (CMSA) which was honoured by the Town Council when it took back responsibility of the sports pavilion in June 2022 and they relocated to the Village Hall during the closure of the building whilst Health & Safety works were carried out.</p> <p>Mini Munchkins chose to return to the sports pavilion on 20 February 2023. Council then reviewed the daily fee, which was increased to £75 per day, an increase of 50%.</p> <p>The Agreement between the Town Council and Mini Munchkins states the daily fee would be reviewed every 6 months based on the building's running costs and increased utility bills. A 6 monthly review has not taken place. Therefore, the daily rate of £95 effective from 1 April 2024, is the first increase since Mini Munchkins returned to the sports pavilion in February 2023.</p> <p>At the Full Council meeting held on 19 December 2023, it was resolved to approve the early learning provider, Mini Munchkins use of the sports pavilion/storage at a daily fee of £95, Monday to Friday 8am-6pm term time only, effective from 1 April 2024 to 31 March 2025. This is an increase of £20 per day equating to 26.67%.</p>
Key Points:	As noted at the Full Council meeting held on 23 January 2024, Mini Munchkins emailed the Clerk on 16 January 2024, to express their concerns with the increase, which they felt was too steep and for Council to reconsider, based on the minimum wage increasing in April 2024 and the 2-year-old funding also coming into effect; combined with the rent increase which would have a significant effect on their small business and finances.

	<p>Mini Munchkins do not feel this is a 'nominal increase' which does not fall in line with other business rental increases of between 3-10%.</p> <p>It should be noted the approved sports fees for 2024/25 financial year for cricket, tennis and football increased by 8%. The equivalent increase for the daily fee paid by Mini Munchkins would be £81, if increased by the same percentage.</p>
<p>Implications:</p>	<p>Increased costs of supplies (toilet rolls, bin liners, hand soap and sanitisers, washing up liquid etc), contract cleaning, utilities (gas, electric and water) and ongoing maintenance of building to ensure it is safe for users (boiler service, PAT testing, fire extinguishers, fire alarm/emergency lighting maintenance checks).</p> <p>Costs absorbed by the Council's reserves if charges are not reviewed and moderately increased, recognising the cost-of-living crisis for all users and the impact on the Council's finances.</p> <p>Uncertainty with ongoing running and energy costs of the sports pavilion due to the current economic climate.</p> <p>Mini Munchkins provide early learning nursery provision for Corfe Mullen young families, who are reliant on the provision for childcare in order for parents to go to work. If Mini Munchkins were unable to continue their business as it was no longer viable, this would have a significant impact on young families in Corfe Mullen.</p> <p>Reputational risk and negative publicity to the Town Council should the nursery close.</p>
<p>Recommendation:</p>	<p>To Agree How to Proceed.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/251

Paper: F

Subject:	To Approve the Recommendations from the Community Services Committee
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To Approve the resolutions made at the Community Services Committee meeting held on 13 February 2024.
Background:	The Community Services Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
Key Points:	<p>It was RESOLVED to recommend for approval by Full Council the following items:</p> <p>CS 23/58 - To Approve Quotations for the Cemeteries - to investigate quotations to replace the new cemetery wall and pillars and to investigate further options for internment of cremated remains.</p>
Implications:	<ul style="list-style-type: none"> • Health & Safety issues. • Negative publicity for the Council.
Recommendation:	To APPROVE the resolutions from the Community Services Committee meeting held on 13 February 2024.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/252

Paper: G a)

Subject:	Quotations to update streetlighting to LED
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to consider and approve quotation to update the Town Councils streetlighting to LED.
Background:	<p>At the Community Services meeting held on 12 September 2023, it was resolved to install LED bulbs on the two remaining columns in Towers Way at a total cost of £644.98+VAT.</p> <p>The Deputy Clerk instructed the contractor, Enerveo to carry out the work, however, this has not taken place. This has been followed up and installation is imminent.</p> <p>The Town Council is responsible for the following streetlighting:</p> <p>3 on Towers Way (1 LED, 2 non-LED) 5 on Pine Road (1 LED, 4 non-LED) 2 on Wayground Road (all non-LED) 2 at the Recreation Ground (car park) (all non-LED)</p>
Key Points:	<p>As part of the budget setting for the 2024/25 financial year, £5000 has been allocated to street furniture and lighting. This covers streetlighting repairs and maintenance, street furniture (benches), energy costs and updating lanterns to LED.</p> <p>Estimated energy costs for 12 months is circa £600, leaving the remaining budget to cover streetlighting repairs and maintenance, street furniture and updating to LED lanterns circa £4400.</p> <p>A quotation has been received from Enerveo to carry out the following:</p> <ul style="list-style-type: none"> • To supply and install LED lantern and photocell only: 3 on Pine Road 1 on Wayground Road • To supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer the service 2 on Pine Road 1 on Wayground Road <p>Total cost £5,455.35+VAT</p> <ul style="list-style-type: none"> • To supply and install LED lantern and photocell only: 2 at the Recreation Ground <p>Total cost £946.50+VAT</p> <p>NB: photocell is a light sensitive electronic switch.</p>

Implications:	<p>LED lights are energy efficient, longer lasting and emit less heat. LED uses up to 90% less energy than incandescent bulbs and last up to 40 times longer and offer high quality light output. Therefore, this should reduce the energy costs with less repairs and/or maintenance.</p> <p>To progress with both quotations would be an overspend on the budget line.</p>
Recommendation:	<p>To consider phased approach to updating streetlighting over the next two financial years 2024/25 and 2025/26.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/252

Paper: G c)

Subject:	Metal Detecting Request
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To consider the request from a resident to continue to carry out metal detecting at the Recreation Ground.
Background:	<p>At the Full Council meeting held on 25 January 2022, it was resolved to approve request to detect on land north of the Recreation Ground on the edges of the dog walking field and the community orchard.</p> <p>The Clerk signed a mutual agreement on behalf of the Town Council valid until 30 April 2024, with a lanyard/identification provided to wear whilst detecting.</p> <p>The gentlemen has been invited to attend Annual Parish meeting on 14 March 2024 to present his findings.</p>
Key Points:	<p>The part of land requested to carry out metal detecting at the Recreation Ground is owned by the Town Council; permission has been sought to continue to carry out metal detecting around the edges of the dog walking field and community orchard. Council is required to consider the request and either decline or approve the activity on its land. The request is as follows:</p> <ul style="list-style-type: none"> • To continue to carry out metal detecting in the areas located at the recreation ground on the northern side, namely the edges of the dog walking area and community orchard. • The requestor is registered with the Finds Liaison Officer at Dorset Council and the National Council of Metal Detecting promotes adherence to the codes of conduct and any other laws. <p>The byelaws covering the Recreation Ground state that no-one is allowed to remove from or displace within the ground any stone, soil or turf from Council owned land.</p>
Implications:	<p>No concerns have been raised by officers or members of the public relating to the activity taking place in circa 2 years. However, Council should be mindful of the effects of any damage to the locations and the costs to the Council to rectify.</p> <p>Risk if other members of the public see the activity taking place legitimately and take it upon themselves to also do it without permission, which may result in further damage.</p>
Recommendation:	To recommend granting permission to continue to carry out metal detecting at the Recreation Ground, namely the dog walking field and community orchard.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024



Agenda Item: TC 23/252

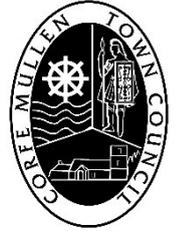
Paper: G d)

Subject:	To Consider Request from the Corfe Mullen Carnival Committee
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To consider request from the Corfe Mullen Carnival Committee to utilise Council facilities.
Background:	In previous years the Carnival Committee has used the facilities at the Recreation Ground to hold the Carnival, 5k Run and Fun Run during June, which is enjoyed by many in the village along with use of the Council power supply free of charge for the Christmas lights at Windgreen Roundabout.
Key Points:	<p>A request has been received by the Carnival Committee as follows:</p> <ol style="list-style-type: none"> 1. Confirmation to use the recreation ground for the Carnival on Saturday 8 June 2024 and the preceding days from 4 June 2024 for set up. Town Council to arrange for contractors to cut grass on 4-5 June 2024. <i>Football season finishes the second week of May, Corfe Mullen Cricket Club are playing on Wednesday 5 June 2024 from 18:30.</i> 2. Access to the Grounds teams unit from 4 June 2024 to access the Carnival Committees equipment and use of white line markers. <i>As previously.</i> 3. To fly model helicopters over the Recreation Ground on Carnival Day within a large designated and secure area managed in compliance with the activities appropriate legislation. <i>As previously.</i> 4. To run a dog show on the Recreation Ground on Carnival Day. Town Council to seek permission from Dorset Council. <i>As previously.</i> 5. Unrestricted use of the recreation ground on 11 June 2024 for the fun run. <i>Football season finishes the second week of May, Corfe Mullen Cricket Club have no fixtures on 11 June 2024.</i> 6. Assistance of the Grounds team on the 11 June 2024 to trim any low branches, fill divots and assist with line marking. <i>As previously.</i> 7. Unrestricted use of the sports Pavilion from 5pm on 11 June 2024. <i>Mini Munchkins hire the Sports Lounge up to 6pm.</i> 8. On site security overnight on 7 June 2024 at the Recreation Ground. 9. Invitation to the Mayor as a guest and to take part in the street procession on Carnival Day, Saturday 8 June 2024. 10. Permission to stage the festive lights at Windgreen from the end of November 2024 to beginning of January 2025 utilising the council's power supply. <i>As previously.</i>

Implications:	<p>Increased costs to the Council to supply line marker due to rise in costs of the line marking paint.</p> <p>Increased costs to the Council to provide power supply due to current energy costs.</p> <p>Impact on Grounds Team resources when assisting with set up of Carnival events.</p> <p>If the Council were not to approve the request, this could lead to negative press for the Town Council as the events are well attended and enjoyed by Corfe Mullen residents.</p>
Recommendation:	To APPROVE the request from Corfe Mullen Carnival Committee.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024



Agenda Item: TC 23/253

Paper: H

Subject:	Electronic Communications Policy
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To consider the Council's presence on social media and approve the updated Electronic Communications Policy.
Background:	<p>The Council adopted a social media policy on 28 January 2020 with a Facebook group formed.</p> <p>The Internal Auditor raised previously, that it was not good practice to have a Facebook group, as it required a level of membership which does not comply with the local authorities transparency code.</p> <p>At the Full Council meeting held on 21 December 2021, following review of the Council's social media presence, it was RESOLVED to close the Council's Facebook group with a statement to advise members that information would be posted on the Town Council website with URLs, which may be shared by members on social media.</p> <p>It was also RESOLVED to approve the updated social media and Electronic Communication Policy which was adopted by Council effective from 21 December 2021.</p> <p>At the Full Council meeting held on 27 June 2023, it was RESOLVED to update the social media and electronic communications policy for review and approval at a future Full Council meeting ahead of establishing a Town Council Facebook page.</p>
Key Points:	<p>Previously, the Internal Auditor recommended, should the Council wish to have a presence on social media, namely Facebook, it should do so by way of a 'page' rather than a group, from which it can post notices and information for everyone who uses electronic communications.</p> <p>A Facebook page intends to act as a community notice board to share information and updates relating to the Council's work, activities, opportunities within the parish and to promote and connect with the community it serves positively. Some examples may include elections, events, consultations, notice of vacancies, tree work, vandalism and lost property. It also enables better sharing to reach a greater number of residents and demographic who are online.</p> <p>It is recognised, that not everyone uses electronic communications, with a Facebook page not being the only communication channel used by the Council. The information posted would also be available on the Council website as usual.</p> <p>The draft electronic communications policy shown in Appendix 1 provides the standards of conduct for Councillors and employees of the Town Council when using any form of electronic communications.</p>

Implications:	<p>An Electronic Communications policy sets out the standards to which the Council will accept its communication with everyone, including employees and members of the public.</p> <p>The policy provides a standard from which complaints may be managed.</p>
Recommendation:	<p>To recommend APPROVAL of updated Electronic Communications policy and agree to set up a Town Council Facebook page for outgoing communications only.</p>



CORFE MULLEN TOWN COUNCIL

Electronic Communications Policy

1. Introduction

- 1.1. The use of electronic communications enables Corfe Mullen Town Council (the 'Council') to interact in a way that improves the communications both within the Council and with the people, businesses and organisations it works with and represents.
- 1.2. The Council has a website, Facebook page and uses email to communicate, and will try to use the most effective channels of communication. Over time the Council may add to the channels of communication that it uses, as it seeks to improve and expand the services it delivers. When these changes occur, this policy will be updated to reflect the new arrangements.

2. Aim

- 2.1. The aim of this policy is to set out a Code of Practice to provide guidance collectively to both councillors and employees of the Council, when using electronic communications.
- 2.2. The definition of electronic communications continues to evolve as platforms and technologies develop. Overall, it refers to any web-based practices which can be used to share content.
- 2.3. The 'Latest News' page on the Council's website and Facebook page intends to share information and updates relating to the Council's work, activities, opportunities within the parish and to promote and connect with the community it serves positively.

3. Standards for Conduct

- 3.1. Online content should be accurate, objective, balanced and informative.
- 3.2. All councillors and employees should not:
 - present personal opinions as that of the Council
 - post any information the Council may deem to be confidential
 - present themselves in a way that might cause embarrassment to the Council or bring the Council into disrepute
 - undermine the Council's democratic processes and/or finances
 - post politically controversial or potentially inflammatory remarks
 - post any information that may be deemed libellous or constitutes bullying or harassment
 - post offensive language relating to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief
 - conduct any online activity that violates laws, regulations or constitutes a criminal offence
- 3.3. Misuse of content contrary to this and other policies could result in disciplinary action being taken using the Council's prescribed policies.
- 3.4. Councillors and employees are reminded that anything posted online will more than likely be visible forever and generally should not post any comment or opinion online, that they would not say to someone face-to-face.
- 3.5. Councillors may publicly post from a personal account in their full name or an individual 'councillor page'. This policy applies to any post/comment made publicly where recognisable as a Town Councillor.
- 3.6. Individual councillors are reminded that their Code of Conduct applies to online activity in the same way as it does to other written or verbal communications.

- 3.7. When using electronic communications, councillors and employees should be mindful of the information they post in both a personal and/or Council capacity and keep the tone of any comments respectful and informative.
- 3.8. Consideration should be given to the privacy settings on a personal account of both councillors and employees.
- 3.9. The Council is non-political, therefore, personal views or those of any political party should not be shared on an individual councillor page or email.
- 3.10. Whilst the private accounts of councillors and employees are their own business, it is still possible for the content posted on them to affect their professional standing and/or that of the Council. To mitigate this risk, councillors and employees should not include any reference to, or post comments about, the Council, job roles, colleagues, or partner organisations. If however, references to employment or connection with the Council are made on a personal profile, please ensure you:
- declare on your page or biography that the views expressed are personal and not that of the Council
 - do not bring the Council into disrepute
 - do not reveal any potentially confidential or sensitive information about the Council that you may have come across in your work or role for the Council
 - do not use any Council-owned images or logos
 - do not include contact details or photographs of service users or employees
- 3.11. do not make offensive comments about the Council, its councillors and employees, or members of the public as disciplinary action will be being taken using the Council's prescribed policies.
- 3.12. Communications from the Council will:
- be civil, tasteful and relevant
 - not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
 - not contain content knowingly copied from elsewhere, for which the Council does not own the copyright
 - not contain any personal information
 - will not be used for the dissemination of any political views or advertising
- 3.13. To ensure all discussions with the Council are productive, respectful and consistent with the Council's aims and objectives, the Council asks you to:
- be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated
 - differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including councillors and employees, will not be permitted
 - share freely official Council business, but be aware of copyright laws
 - be accurate and give credit where credit is due
 - stay on topic
- 3.14. Should members of the public wish to raise any questions or queries to the Council, they should use the 'Contact Us' page on its website as the official way to contact the Council.

3.15. Any contact made with the Council should not contain:

- obscene or racist content
- personal attacks, insults, or threatening language
- potentially libellous statements
- plagiarised material; any material in violation of any laws, including copyright
- commercial promotions or spam

3.16. The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of the policy or send a brief response as appropriate. This will be at the Council's discretion based on the contact received.

4. Council Website

4.1. Where necessary, those contacting the Council may be directed to content on its website to view the required information, or your question may be forwarded to the clerk or a councillor for consideration and response. Any questions or queries will be dealt with in a timely manner where possible.

4.2. The Council may, at its discretion, allow and enable approved local groups to have a presence on its website for the purpose of presenting information about the group's activities. The Council reserves the right to remove any or all local group's information from the website if it feels that the content does not meet the Council's expectations for its website.

5. Council Email

5.1. The Council has its own email address - office@corfemullen-tc.gov.uk, which is monitored during office hours. We aim to reply to all emails sent as soon possible. An 'out of office' message should be used when appropriate.

5.2. The Administration Assistant monitors the email address and is responsible for passing on any relevant emails to councillors, employees or external agencies for information and/or action.

5.3. Individual councillors communicating directly with members of the public should use their Council email address only. Any emails sent will be subject to the Freedom of Information Act and GDPR. These procedures will ensure that a complete and proper record of all communications are kept.

5.4. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses and email addresses.

6. Council Facebook Page

6.1. Facebook is a key communications tool for the Council and highlights a commitment to openness and transparency.

6.2. The clerk with appropriate support is designated as the administrator of the Council's Facebook page and is responsible for posting and monitoring content to ensure it complies with this policy.

6.3. The Facebook page intends to act a community notice board to share information and updates relating to the Council's work, activities, opportunities within the parish and to promote and connect with the community it serves positively.

6.4. The administrator will have authority to turn off commenting on all posts. Should members of the public wish to raise any questions or queries to the Council relating to any posts, they should use the 'Contact Us' page on its website as the official way to contact the Council.

6.5. As a general rule any posts on the Facebook page should reflect information or content available on the website and/or would be acceptable to publish to the public by other Council communication channels.

7. SMS and WhatsApp

7.1. Councillors and employees may use SMS (texting) and WhatsApp messaging as a convenient way to communicate at times. This policy also applies to such messages.

8. Video Conferencing

8.1. If this method is used to communicate e.g., Zoom/MS Teams, this policy also applies.

9. Internal communication and access to information within the Council

9.1. The Council continually looks at ways to improve its working and the use of electronic communications is a major factor in delivering improvement.

10. Councillors are expected to abide by their Code of Conduct and the Data Protection Act in all their work on behalf of the Council

10.1. As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors and employees are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures.

10.2. Councillors and employees should be careful when copying in recipients to an email using the cc. option and only include essential recipients on emails i.e., avoid use of the 'Reply All' option, where possible and only copy in those who need to know and ensure email trails have been removed, when appropriate.

11. Review

11.1. This Electronic Communications Policy was presented to the Full Council, for approval and adoption on XX February 2024, minute no. TC 23/XXX.

11.2. Future reviews will be carried out bi-annually or when any changes are made to related legislation, whichever is sooner.

12. References

12.1. Data Protection Act 2018 –
<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>

12.2. UK General Data Protection Regulation (GDPR) -
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

12.3. Employee Handbook inc the Council's Disciplinary Procedure

12.4. Code of Conduct

12.5. National Association of Local Councils (NALC)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/254

Paper: I

Subject:	Vandalism and Anti-Social Behaviours on Town Council sites
Prepared By:	Catherine Horsley, Town Clerk
Purpose of Report:	To note update on recent acts of vandalism and anti-social behaviours on Town Council sites and costs incurred to repair and/or replace and to consider how to proceed.
Background:	It is important that costs incurred by the Town Council following acts of vandalism on its sites are transparent to members of the public to demonstrate how the Precept is spent by those who pay Council Tax.
Key Points:	<p>Over the past month, particularly during the school half term, the Town Council sites continued to see vandalism and anti-social behaviours which have been reported to Dorset Police and the local PCSO as follows:</p> <ul style="list-style-type: none"> • Recreation Ground Public Toilets: At the Full Council meeting held on 23 January 2024, it was resolved to further amend the opening hours from 8am to 4pm, to avoid opening after school hours. <p>Wall mounted toilet roll holders along with the sanitiser dispensers and bins have been smashed up again. The bins have been removed and the other items either repaired or replaced. The light switch to one of the toilets has also been damaged and a quote to repair is awaited.</p> <p>Complaint received from resident who has witnessed members of the public urinating on her fence adjacent to the Bellway development adjacent and skate park.</p> <ul style="list-style-type: none"> • Graffiti: The Grounds team regularly clean graffiti from play equipment at Towers Way, Henbury View First School and the Recreation Ground along with the MUGA and skate park. • Towers Way: On a daily basis, the Grounds team clear up broken glass and rubbish scattered across the play area and outside the Village Hall. There are 4 rubbish bins in this location. The Village Hall Caretaker cleared away broken glass on the play equipment over the weekend as families with young children were unable to use the play equipment. <p>Again, young people are using the entrance of the Village Hall and Council Office as a meeting place. Over the weekend, the Village Hall Caretaker requested that they move on and/or to put rubbish in the bins. Unfortunately, these behaviours are happening when the Village Hall is in use to hirers.</p> <p>Additional quotes are being obtained for the enclosed porch, due to the appointed contractor being unable to commit to carrying out the works due to other work commitments, which is really disappointing.</p>

	<ul style="list-style-type: none"> • Play Equipment: The children’s pod swing seat at the Recreation Ground play area was replaced following damage, and the next day, some of the plastic fixings were broken and the swing chains wrapped around the top of the swing structure. However, the Grounds team were able to fix the seat, so it could be used. • Springdale Road Open Space: Two posts with Town Council signs were damaged and with one post knocked over, laying on ground. One sign has been refixed, one sign replaced and another signs has disappeared. Damaged post removed for safety whilst replacement sign is ordered. <p>Tyre tracks have also appeared on the grassed area adjacent to the car park. Some damage has occurred due to the wet weather. The Grounds team to make good and reseed in the Spring.</p> <p>Officers spend considerable time dealing with the effects of vandalism in terms of purchasing materials and finding an appropriate contractor to carry out necessary works to ensure sites are safe for users.</p>
Implications:	<p>Health & Safety issues to be resolved as soon as practicably possible.</p> <p>Negative publicity for not providing amenities within the community, particularly, public toilets.</p> <p>Council will need to increase precept, in order to have monies available to continually carry out repairs and/or replacement of equipment/amenities.</p>
Recommendation:	To NOTE update.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/256

Paper: J

Subject:	Elections Timetable and Pre-Election Period
Prepared By:	Catherine Horsley, Town Clerk
Purpose of Report:	To remind members of the 2024 elections timetable and the pre-election period commencing on 11 March 2024.
Background:	<p>The Pre-Election period, previously known as ‘Purdah’ time is between an election being announced and the date the election is held.</p> <p>Town and Parish Councils are included in the Local Government Act 1986 Act, Section 2 (prohibition of political publicity). However, many of the amendments place much stricter restrictions on the principal authority, Dorset Council, do not apply.</p>
Key Points:	<p>Elections 2024 Timetable shown in Appendix 1.</p> <p>During the Pre-Election period, members and the Town Council should NOT:</p> <ul style="list-style-type: none"> • produce publicity on matters which are politically controversial • make references to individual politicians or groups in press releases • arrange proactive media or events involving candidates • issue photographs which include candidates, supply Town Council photographs or other materials to Councillors or political group staff unless it has been verified that they will not be used for campaigning purposes • continue hosting third party blogs or e-communications • help with national political visits, as this would involve using public money to support a particular candidate or party. Visits should be organised by political parties with no cost or resource implications for the Town Council. • Pre-Election period does not interfere with the usual activities of the Town Council
Implications:	Any activities and/or materials published by a Councillor and/or the Town Council must not seek to influence voters during the pre-election period.
Recommendation:	To NOTE.

Elections 2024 Timetable

2024	Activities & Key Processes
NOW	Nomination Pack for candidates available. Watch the video link to help filling in nomination forms
11 Mar	Publication of Notice of Election and pre-election period starts
12 Mar	Delivery of Nomination papers (by appointment)
29 Mar	BANK HOLIDAY—Good Friday
1 Apr	BANK HOLIDAY—Easter Monday
5 Apr	Deadline for delivery of Nomination papers - 4pm
5 Apr	Deadline for the withdrawal of nomination papers - 4pm
8 Apr	Publication of Statement as to Persons Nominated - 4pm
16 Apr	Deadline for receiving applications for voter registration
17 Apr	Applications to vote by post close at 5pm
24 Apr	Applications to vote by proxy close at 5pm
2 May	ELECTION DAY 7am to 10pm
4 May	Parish and town councils - Vote Count from 9:30am
6 May	BANK HOLIDAY—Early May
7 May	Existing Councillors retire from office. Newly elected Councillors and those from uncontested elections take office
10 May	Councillors to have signed their Declaration of Acceptance of Office in the presence of the Clerk ahead of the Annual Town Council Meeting
14 May	Date of Annual Town Council Meeting
30 May	Deadline for completion of Councillor Register of Interests - The Clerk will issue a link for completion online
30 May	Last day for the receipt of Candidate Election Spending returns - candidates will receive instructions of this process

Pre-election period

The term 'purdah' has come into popular use across local government to describe the six weeks immediately before an election, up to and including the election day. This is now described as the pre-election period rather than purdah—**we would encourage the old phrase to be discarded.**

Individual councillors can generate their own publicity during this period, but should not use council events to publicise their election campaign.

Councillors can attend events organised by other organisations, but mustn't use them to publicise their election campaign.

The work of the council can go on, councillors can attend events but council cannot give publicity to any councillor's campaign.

Council staff must always be careful not to give the impression of supporting any political party or candidate.

Council newsletters can be circulated as normal provided it is purely about local issues and remains a-political.

Councils should not publish anything on controversial issues or report views in a way that may identify the council with an individual candidate or group.

No election materials, political posters or leaflets must be displayed on any council premises or property, including noticeboards. No councillor is allowed to circulate any such materials before, during, or after, any meeting of the council during this period.

Councils should not publish any material relating, in any way, to a candidate.

Councils should not publish anything which may seek to influence voters.

Important: Councillors are not permitted to use their Town Council email address for any electioneering / campaigning purposes, campaign material, newsletters or contact cards.

Please ensure you read and clarify any uncertainty you have about the final 'important' note in this section. Talk to your Clerk first.

Resources:

[Code of Recommended Practice on Local Authority Publicity](#)

[LGA Short guide to publicity during the pre-election period](#)

[All you need to know for the pre-election period](#)

Resources and useful links

Dorset Council's dedicated local and parish/town council webpage for the 2024 elections:

[Local and Parish Council Elections 2024](#)

This webpage will hold all the latest information during the lead up election day and in the immediate period after. Further information will be added in the last 2 weeks of January 2024— please keep checking.



DAPTC provides training, advice and support to parish and town councils across Dorset.

For more background reading you can visit the dedicated Dorset Council Area Elections Page for DAPTC.

If you have any queries do not hesitate to get in touch.

[DAPTC Parish 2024 Elections Page](#)



Being a member of DAPTC in Dorset ensures you also have membership of our national body NALC.

They have an array of resources for the pre-election period for councils and candidates. This includes social media content and videos from current councillors.

[NALC Make a Change Webpage](#)



Resources and useful links



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 February 2024

Agenda Item: TC 23/257

Paper: K

Subject:	Community Engagement
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to consider options of community engagement and the next steps ahead of forthcoming elections in May 2024.
Background:	<p>Content of Draft Parish Newsletter: At the last Full Council meeting held on 23 January 2024, it was RESOLVED to APPROVE for the Clerk to draft two newsletters and for Mail & Print to format the newsletters at a total cost of £5801.64+VAT.</p> <p>The first newsletter has been finalised and is specific to the forthcoming elections and how to stand as a Town Councillor. This newsletter is being distributed to all households in Corfe Mullen via Royal Mail, second class post from 21 February 2024.</p> <p>It was agreed that the second newsletter would cover the following subjects:</p> <ul style="list-style-type: none"> • Councillor Surgeries • Annual Parish Meeting • Vandalism • Amenities • Improvements • Future Developments • Celebration of Service • Youth Trust • Village Hall • Neighbourhood Plan • Climate Change <p>Councillor Surgeries: At the Full Council meeting held on 28 November 2023, members considered recommending Councillor surgeries. It was RESOLVED for members to attend events and organisations within the community from January 2024 to increase community engagement and promote the forthcoming elections in May 2024.</p> <p>Link Magazine – Chairmans Article: Each month the Corfe Mullen Link Magazine features the Chairmans article, including the work of the Town Council over the previous month written by the Chair in conjunction with the Clerk.</p>
Key Points:	<p>Content of Draft Parish Newsletter: The format of the newsletters is A4, back-to-back, colour, inserted into a digital stamped envelope addressed to the occupier.</p> <p>The draft content (wording only) has been prepared and will be shared with members ahead of the meeting for discussion.</p>

	<p>Once formatted by Mail & Print, a copy will be circulated to members for review ahead of approval for distribution to all households in Corfe Mullen.</p> <p>The newsletter needs to be finalised and distributed to all households in Corfe Mullen w/c 4 March 2024, to give sufficient notice for members of the public to attend the Annual Parish Meeting, albeit the agenda will be published on the Town Council website and noticeboards on Friday 8 March 2024.</p> <p>Councillor Surgeries: As previously discussed, Councillor surgeries were suspended in early 2020, due to Covid restrictions and have unfortunately not restarted. Council needs to determine what events and organisations to be visited by Councillors to raise the profile of the Town Council and promote the forthcoming elections and how to become a Town Councillor.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Two Councillors should be present at any surgery or visits to events and/or organisations for personal safety. • Awareness of the Town Council and Councillors remit and where to signpost any queries raised by members of the public. • Councillors are representing the Town Council as a whole and work as a team, not as individuals in isolation. • Resources and assistance to be provided by the Town Council office to promote via the website and notice boards. Clerk to provide any guidance, if applicable. • If applicable, social media can be utilised as a channel of communication for promotion, however, the adopted Social Media/Electronics Communication Policy should be adhered to. • Consideration of locations, and how they may be perceived by members of the public in terms of resources and spending public money, if applicable. <p>Link Magazine – Chairmans Article: The magazine is delivered to most households in Corfe Mullen and is also available online. The article is used as a communication channel with residents to share and promote the work of the Council with important notices, more recently the budget setting and precept, vandalism and forthcoming elections. There are no costs to the Council to place the article in the community magazine.</p> <p>The content is determined by the resolutions of the Council and is drafted with limited wording of up to 400 words. Should Council wish to have a larger presence in the magazine, this would be at an additional cost.</p> <p>The Communication Engagement Statement of intent aims and objectives was adopted by the Full Council in October 2021. The Statement to be reviewed and updated following comments/feedback on this agenda item and presented to the next Full Council meeting on 26 March 2024.</p>
<p>Implications:</p>	<p>Community engagement is important to enable residents to understand what is happening within their community, to promote the work of the Town Council and how the precept, which is funded by those who pay Council Tax is spent along with listening to what</p>

	<p>residents would like to see in Corfe Mullen and how the Town Council can assist.</p> <p>There is a budget of £6000 allocated for Parish Newsletters in the current financial year.</p>
<p>Recommendation:</p>	<p>To AGREE how to proceed with the following:</p> <ul style="list-style-type: none"> • Second Parish Newsletter content for distribution w/c 4 March 2024. • Councillor Surgeries – next steps • Link Magazine Article – next steps