

CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
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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 26 March 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
20 March 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 23/266 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- TC 23/267 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 23/268 Paper A – To Approve minutes of the Full Council meeting held on 27 February 2024 – LGA 1972, sch 12, para 41**
- TC 23/269 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 23/270 Paper C – To Approve Bank Reconciliation for February 2024**
- TC 23/271 Paper D – To Note the already Approved minutes of Committees:**

- Planning Committee – 13 February 2024
- Planning Committee – 27 February 2024

TC 23/272 Paper E – To Consider Items Requiring Approval

- To approve – Upgrade to Council Office IT Technology
- To approve – Purchasing of Bus Shelters
- To approve – Ground Maintenance of Sports Pitches and Grass Cutting across Town Council sites
- To approve - Quotations to update streetlighting to LED

TC 23/273 Paper F – To Note Costs for the By-Election Held in November 2023

TC 23/274 Paper G – To Review and Approve Street Furniture Policy

TC 23/275 Paper H – To Review and Approve the Community Engagement Statement

TC 23/276 Paper I – To Reconsider and Approve Updated Electronic Communication Policy

TC 23/277 Paper J – To Retrospectively Approve the Appointment of Assistant Grounds Persons

TC 23/278 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

TC 23/279 Verbal – To Note any updates from Representatives to Outside Bodies

TC 23/280 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil

TC 23/281 Verbal – To Note Clerk’s Update

TC 23/282 Verbal – To Note Mayor’s Report

TC 23/283 Verbal - To Note Dorset Councillor Report

TC 23/284 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

TC 23/285 To Agree a date and time for the next meeting – Tuesday 23 April 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 23/286 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 27 February 2024 at 19:03 in the Small Hall of the Village Hall

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

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

Public Participation

There were 3 members of the public present, two of whom wished to speak pertaining to agenda item TC 23/250 – Special Motion to revisit daily fee for Mini Munchkins hire of the sports pavilion lounge.

Two members of the public put forward their case regarding the increase to the daily fee for the use of the sports pavilion lounge and storage, noting the increased costs for their small business in terms of reduced 2-year-old funding and minimum wage changes effective from 1 April 2024 and asked if Council would reconsider the proposed daily hire fees.

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

TC 23/244 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

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)

There were no declarations of interest.

TC 23/246 Paper A – To Approve minutes of the Full Council meeting held on 23 January 2024 – LGA 1972, sch 12, para 41

The minutes of the Full Council meeting held on 23 January 2024 were **APPROVED**.

Following the members of public representation, the Chair proposed considering item TC23/250 in the first instance.

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

Members discussed the approved daily fee of £95, noting to reduce the daily hire fee to £80 would be in line with the precept increase of 9.73%. It was felt due to the ongoing running costs of the sports pavilion, particularly utilities any revised fee, should be reviewed in six months.

The Chair suspended standing orders 3e-h to ask the members of public if the proposed daily fee would be more appropriate and supportive of their small business, noting the importance of early years provision for young families in Corfe Mullen. The members of public thanked the Council for reconsidering the daily fee and felt the revised fee would ensure their business was viable in the future.

It was **RESOLVED** to **APPROVE** a revised daily fee of £80 to early learning provider, Mini Munchkins, for the hire of the sports pavilion lounge and storage to be reviewed in October 2024.

The Chair thanked the two members of the public for attending and returned to the sequential agenda. The two members of the public left the meeting.

TC 23/247 Paper B –To Approve Accounts for Payment

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £20,941.66.

TC 23/248 Paper C – To Approve Bank Reconciliation for January 2024

Cllr Honeyman raised the following queries:

Lines 708 & 718: what period did the costs cover and should this information be included on the payments list. The Clerk confirmed line 708 related to the monthly costs for security of the Recreation Ground and line 718 related to the six monthly keyholder costs for the Grounds Unit at the Recreation Ground.

The Clerk reiterated, the payment and receipts lists accompanying the bank reconciliation listed all transactions in the month as back up to the bank reconciliation, with payments approved as part of the Accounts for Payment schedule already presented and approved by Council. The payment and receipts lists were automated reports produced by Scribe, the Council's accounting software.

The Accounts for Payment schedule listed all payments with commentary of what each payment related to and for what period.

It was **RESOLVED** to **APPROVE** the 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

The already approved minutes were **NOTED**.

TC 23/251 Paper F - To Consider and Approve Recommendations from the Community Services Committee

It was **RESOLVED** to **APPROVE** the recommendation from the Community Services Committee held on 13 February 2024 as follows:

- To investigate quotations to replace the new cemetery wall and pillars, and to investigate further options for internment of cremated remains.

TC 23/252 Paper G – To Consider Items Requiring Approval

a) To approve - updating Town Council Streetlighting to LED

The Clerk presented the report, noting the two remaining columns in Towers Way had recently been updated to LED lighting. Cllr A Holland reported the column nearest to the Co-op carpark did not appear to be working. The Clerk confirmed this would be followed up with Enerveo.

The Clerk reported the budget allocated in the 2024/25 financial year for streetlighting and furniture, was insufficient to cover upgrading all columns, which were the responsibility of the Town Council to LED lighting. Therefore, a phased approach should be considered.

The quotation supplied for the Recreation Ground carpark to be reconsidered, once a breakdown of costs for Pine and Wayground Roads had been obtained.

It was **RESOLVED** to obtain a breakdown of costs for Pine and Wayground Roads in order for Council to agree how to proceed as follows:

- To supply and install LED lantern and photocell to 3 columns on Pine Road
- To supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer service to 2 remaining columns on Pine Road and one on Wayground Road.

b) To approve – upgrade to Council Office IT Technology

The Clerk reported the agenda item would be deferred to the next meeting, due to awaiting additional information in order for Council to consider the proposal for upgrading the Council Office IT.

The update was **NOTED**.

c) To approve – resident request to conduct metal detecting at the Recreation Ground

The Clerk presented the report, noting the Metal Detectorist was unable to attend the Annual Parish Meeting to present his findings, due to another commitment. However, he would be invited to attend a future meeting.

It was **RESOLVED** to **APPROVE** resident continuing to carry out metal detecting within dog walking field and community orchard at Corfe Mullen Recreation Ground for a further 2 years up to 30 April 2026.

d) To approve - request from the Corfe Mullen Carnival Committee

The Clerk presented the report, noting the request received from the Carnival Committee was in line with previous years, with exception of on-site overnight security on 7 June 2024 at the Recreation Ground. Access to the sports pavilion on 11 June 2024 would be from 6pm not 5pm, due to Mini Munchkins hire of the sports lounge until 6pm.

It was **RESOLVED** to **APPROVE** the request from Corfe Mullen Carnival Committee, with an amendment for the use of the sports pavilion from 6pm rather than 5pm.

The Chair, Cllr Sowry-House handed over to the Vice-Chair, Cllr Phil Purvis to chair agenda item TC23/253 in order to remain impartial, due to standing as a Dorset Councillor in the forthcoming elections.

TC 23/253 Paper H – To Review and Approve Electronic Communications Policy

The Clerk presented the report, reminding members of the resolution at the Full Council meeting held on 27 June 2023. Should the Council approve the electronic communication policy, a Town Council Facebook page would be established to act as a noticeboard to share information and updates on the work of the Town Council.

The Clerk reiterated the importance of a Town Council social media presence ahead of the forthcoming elections in order to promote becoming a Town Councillor and the importance of voting.

Cllr Hardy noted some inconsistencies within the policy and agreed to feedback comments to the Clerk.

It was **RESOLVED** to proceed as follows:

- Clerk to re-review the draft electronic communications policy in line with feedback and update where necessary.
- Updated electronic communications policy to be circulated to members outside of a meeting to seek approval to proceed.
- Update and/or retrospective approval to be included on the agenda of the next Full Council meeting scheduled on 26 March 2024.

The Vice-Chair handed back chairing of the meeting to the Chair.

TC 23/254 Paper I – To Note Vandalism and Anti-Social Behaviour on Town Council sites

The Clerk presented the report, noting there had been further vandalism of the Recreation Ground public toilets, and Christmas tree electricity supply at Windgreen since the papers had been published.

The Clerk reported that she had been liaising with Sargeant Payne, from the Local Neighbourhood Policing Team to install a static CCTV camera at the Recreation Ground. An installation date had yet to be determined.

Members noted their disappointment and felt the Council should take a tougher stance, due to the continual criminal damage to Town Council property and associated costs for repair and/or replacement to the Town Council which was funded by those residents who paid council tax.

Members went onto discuss the attendance of David Sidwick, Dorset Police & Crime Commissioner (PCC) at the Annual Parish Meeting scheduled on 14 March 2024. Members felt the PCC should be challenged on the anti-social behaviours experienced in the village and asked what was being done by Dorset Police to deter these behaviours.

The update was **NOTED**.

It was **RESOLVED** to investigate costs to install a RADAR locking system at the Recreation Ground public toilets and to include costs incurred by the Town Council to repair and/or replace Town Council property in future reports.

TC 23/255 Verbal – To Note Update on Purchasing of Bus Shelters

The Deputy Clerk reported that she had approached Dorset Council Highways to seek approval on the types of bus shelters and locations in the village, ahead of purchasing. An update to be provided at a future meeting.

Discussion took place relating to new bus shelters being used for external advertising to provide additional income to the Town Council. The Deputy Clerk agreed to investigate the feasibility.

The update was **NOTED**.

TC 23/256 Paper J – To Note Elections Timetable and Pre-Election Period

The Clerk presented the report, noting the pre-election period commences on Monday 11 March 2024 and for members to familiarise themselves with the protocols during this period, particularly not using Town Council email accounts for electioneering/campaigning purposes.

The update was **NOTED**.

The Chair, handed back to the Vice-Chair, to chair agenda item TC23/257 in order to remain impartial.

TC 23/257 Paper K – To Consider Community Engagement

The Clerk presented the report, with comments noted as follows:

- **Content of Draft Parish Newsletter:** The Elections Special newsletter had been distributed to all households in Corfe Mullen. However, the actual costs were higher than the approved quotation due to Royal Mail characterising the mailing as business mail rather than advertising mail.

The content of the second draft newsletter was discussed. Bearing in mind the limited time available ahead of the pre-election period. It was felt a drop in event for those members of the community interested in becoming a Town Councillor would be more beneficial. The Clerk and Chair of the Council, Cllr Sowry-House to draft wording and format of a postcard to promote drop in event to be held on 5 March 2024, to be distributed to all households in Corfe Mullen as soon as possible.

- **Councillor Surgeries:** The Clerk advised she had sought guidance from the Monitoring Officer relating to a recent drop-in event publicised on social media by a Councillor following her request to postpone until following discussion at the Full Council meeting and a resolution by Council on how to proceed with community engagement. The Clerk reiterated Councillors were a team and no Councillor should work in isolation.

The Clerk reiterated the guidance for holding Councillor surgeries and the recent advice published by Dorset Association of Parish & Town Councils (DAPTC) relating to personal safety.

A lengthy discussion took place relating to the events leading up to and following the drop in event, the Councils integrity, how this may be perceived by members of the public, the Monitoring Officers advice, any learning for future events and the Councils disappointment the event had taken place.

The Vice-Chair suspended standing order 3x to allow the meeting to continue.

- **Link Magazine – Chairmans Article:** Cllr Hardy questioned whether it was appropriate for Cllr Sowry-House, as Chair of the Council to write the Chairmans article in the Link Magazine during the pre-election period, bearing in mind he was standing as a Dorset Councillor in the forthcoming elections. The Clerk agreed to follow up.

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

- Delay second newsletter until following the elections on 2 May 2024 to introduce and promote the work of the newly elected Town Council.
- Clerk and Chair of the Council to draft postcard to be distributed to all households in Corfe Mullen inviting those members within the community interested in becoming a Town Councillor to a drop-in event to be held on 5 March 2024 in the Village Hall.
- Councillor Surgeries to be renamed Councillor Drop-in sessions to commence following the elections on 2 May 2024.
- Clerk to ascertain who was able to draft the Chairmans article in the Link magazine during the pre-election period.

The Vice-Chair handed back chairing of the meeting to the Chair.

TC 23/258 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies reported slow progress had been made relating to the Beacon Hill landfill site, due to agreement of the Section 106 still outstanding. It was noted Suez had not committed to any further financial investment on the site until planning consent had been received from Dorset Council. Dorset Ward Councillors had been asked to follow up with Dorset Council Planning, however, no update had been received to date.

Cllr P Holland reported himself and Cllr A Holland had attended the recent virtual Dorset Association of Parish and Town Councils (DAPTC) Town & Larger Parishes Committee meeting, with updates noted as follows:

- Councillors networking event scheduled on 7 March 2024. Cllrs Jefferies and Hardy to attend on behalf of the Town Council.

- Social media videos relating to 'Becoming a Town Councillor' had been produced and were available to view on the website.
- An extraordinary meeting had been scheduled on 7 April 2024 regarding DAPTC becoming a limited company.

Cllr Craven noted his disappointment that Councillor training was held during the day, making it difficult for those working full time to attend.

Cllr Florek noted book sales for Friends of Corfe Mullen Library were going well.

The updates were **NOTED**.

TC 23/259 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil

There were no new items to note.

TC 23/260 Verbal – To Note Clerk’s Update

The Clerk provided an update as follows:

- Recent request under GDPR for the 'Right to Erasure' had been completed.
- Dorset Police Inspector for East and North Dorset had sent invitations to Town Councillors to attend a virtual meeting on 6 March 2024, to present the Police forces work in the east and north of the county.
- Sargeant Payne from the Local Neighbourhood Policing Team to attend the Annual Parish Meeting scheduled on 14 March 2024, alongside the Dorset Police & Crime Commissioner to answer any operational questions attendees may have.
- Portrait of King Charles III had been ordered.
- Coffee Guys would no longer be proceeding with permit to run a mobile café at the Recreation Ground.
- One of the new style memorial benches built by the Handyman/Caretaker of the Village Hall was near completion.
- Dorset Clerks meeting with the Chief Executive of Dorset Council scheduled on 13 March 2024, had been postponed. Therefore, agenda item to revisit purchasing Parish Online software to be rescheduled to a future meeting once access to Dorset Explorer for Town & Parish Councils had been confirmed.
- Interviews for the Grounds Team, Youth Trust and Village Hall job vacancies taking place on 28 and 29 February 2024.
- Utility Gator for the Grounds Team had been ordered, with delivery anticipated w/c 4 March 2024.
- Virgin Media Local Community Lead had visited the Town Council office to provide an update on the installation of Virgin Media across the village. Copies of documentation received to be shared with members following the meeting.
- Plumbing works on the Allotment mains water supply was complete. Wessex Water had carried out a reinspection of the site, which was now deemed to be compliant.
- Positive feedback received relating to the recent ground works to the old cemetery driveway.

The update was **NOTED**.

TC 23/261 Verbal – To Note Mayor’s Report

The Mayor provided an update as follows:

- Attended a talk by the Arch Deacon of South Sudan at St Nicholas Church.

- Met with residents regarding antisocial behaviour and noise.
- Attended re-opening of Hillview Post Office.
- Assisted resident with visa issue.
- Attended Mysteria Concert held at St Huberts Church.
- Met with local resident Anjana Khatwa, who would be hosting a talk on the Jurassic Coast at Corfe Mullen Village Hall later in the year, ahead of her book launch.
- Meeting scheduled with Corfe Hills School to talk with sixth form students about the work of the Town Council and becoming a Town Councillor.

The update was **NOTED**.

TC 23/262 Verbal - To Note Dorset Councillor Report

Cllr Paul Harrison was unable to attend due to personal commitments, however an update was provided as follows:

- Annual setting of Council Tax was approved at the last full meeting of Dorset Council with an increase of just below 3% and adult social care precept of 2%. The increase is equivalent to £1.82 per week for a Band D property.
- Dorset Council was recently acknowledged by DEFRA as the number one Unitary Authority for recycling, recycling 59.1%, compared to a national average of 43.4%.
- Followed up with contractors relating to learnings from the recent resurfacing works carried out on Wareham Road, with a view to minimising issues experienced during any future works.
- Arranged temporary gritting to be carried out, if necessary, during the cold weather, on Pardys Hill.
- Liaising with law firm who act on behalf of The Crown Estate, relating to an ongoing issue on their land, within Corfe Mullen.
- Worked with the Adult Assessment Team, relating to a resident with dementia and helping to set up support.
- Untended hedge on Dorset Council land had now been tended to.
- Celebrated six years of the Corfe Mullen Community Litter Pick.
- Liaised with an Arboricultural Officer regarding the replacement of a dead tree.
- Worked with Aster Homes on an issue in an area of their concern.
- Assisted a resident with a TPO matter.
- Assisted residents in resolving a long-standing issue with the building company of a new development.

Members noted the 'Go Fund Me' page set up by Cllr Harrison to fundraise for an additional defibrillator to be located by Hillview Post Office and queried how ongoing maintenance costs would be funded. The Clerk agreed to follow up.

The update was **NOTED**.

TC 23/263 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

The Clerk noted the updated street furniture policy and community engagement statement would be presented to a future meeting for approval.

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.

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)

TC 23/265 Close of meeting at 21:35.

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

DRAFT

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024



Agenda Item: TC 23/

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 £71,838.98.

Accounts for Payment - 26 March 2024

Voucher					Payment	
No	Date	Total	Description	Supplier	Ref	Notes
916	13.03.2024	£250.74	CMYT Items	Dorset Council	DD	Job Advertisement - to be reimbursed
915	27.03.2024	£125.50	Waste Collection	Nigel Christopher (NC Services)	IB	Grounds Unit Compound
914	27.03.2024	£4.76	Materials	Amazon Payments UK Ltd.	IB	Drill bits for Grounds Team
913	27.03.2024	£18.00	Equipment	Amazon Payments UK Ltd.	IB	3 x Replacement dust pan & brushes for Pavilion
912	27.03.2024	£3,456.00	Contractor Fees	Bournemouth, Christchurch & Poole Council	IB	Grounds Maintenance Jan-Feb 2024
911	27.03.2024	£25.50	Cleaning	R Evetts	IB	Pavilion window cleaning
910	27.03.2024	£10.00	Cleaning	R Evetts	IB	Office window cleaning
909	27.03.2024	£45.63	PPE	Amazon Payments UK Ltd.	IB	Gloves & ear defenders for Grounds Team
908	27.03.2024	£31.45	PPE	Amazon Payments UK Ltd.	IB	Gloves for Grounds Team
906	27.03.2024	£14.00	CMVH Items	Trade Uk (B&Q)	IB	Extention lead for VH - to be reimbursed
905	25.03.2024	£11,200.97	Salaries	Central Computer Management Ltd	BACs	Mar-24
904	25.03.2024	£4,030.49	Pension	DCPF	IB	Mar-24
903	25.03.2024	£1,806.21	NIC	HMRC	IB	Mar-24
902	25.03.2024	£1,581.80	PAYE	HMRC	IB	Mar-24
901	27.03.2024	£190.43	Uniform	Arco Ltd.	IB	Uniform for 2 new Grounds Team members
900	20.03.2024	£162.77	Insurance	Clear Insurance Management	IB	Insurance for Utility Gator up to 30.09.2024
898	24.03.2024	£10.56	Mobile Phone	EE	DD	Grounds Mobile
897	27.03.2024	£11.32	Materials	Trade Uk (B&Q)	IB	Concrete screws and drill bits
896	14.03.2024	£7.00	Parts	Timpson Security	Card	Key cutting for Grounds Unit
895	27.03.2024	£624.00	Training	Newlands Training Limited	IB	Pesticides Training for PT
894	27.03.2024	£49.44	Licence Fee	Microsoft Ireland Operations Ltd.	IB	
893	16.03.2024	£40.75	Cleaning	Market Place Dry Cleaners	Card	Uniform
892	13.03.2024	£4.69	Postage	Post Office Ltd	Card	
891	29.03.2024	£226.94	Electricity	British Gas	DD	Office - Feb 2024
890	27.03.2024	£1,475.90	Electricity	2nd Corfe Mullen Scouts	IB	Grounds Unit Nov 2023-March 2024
889	22.03.2024	£62.40	Supplies	Dorset Council	DD	Road Closed signs for Remembrance Sunday
888	13.03.2024	£85.97	PPE	Winchester Garden Machinery	Card	2 x safety helmets
887	13.03.2024	£12.00	Stamps	Post Office Ltd	Card	
886	27.03.2024	£304.32	Uniform	Arco Ltd.	IB	Uniform for 2 new Grounds Team members
885	27.03.2024	£525.42	Equipment	Skyguard Limited T/A Peoplesafe	IB	Lone Working devices & subscription
883	27.03.2024	£6.68	Materials	Trade UK (Screwfix)	IB	Cable ties
882	27.03.2024	£79.53	Materials	Trade UK (Screwfix)	IB	Various for Grounds Team
881	27.03.2024	£118.80	Maintenance	The Drain Team (Dorset) Limited	IB	Office drain clearance
880	04.03.2024	£57.46	Materials	Fire Stopping Stop	Card	Fire retardant solution for new memorial benches
879	27.03.2024	£29.40	Supplies	Eastern Shires Purchasing Org.	IB	Litter picking hoops for Grounds Team
878	22.03.2024	£11,455.28	Election Costs	Dorset Council	DD	By-Election Nov 2023
877	20.03.2024	£382.94	Waste Collection	Dorset Waste Partnership	DD	Various sites

Accounts for Payment - 26 March 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Notes
876	27.03.2024	£158.00	Training	Dorset Association of Parish and Town Councils	IB	SJ/LH attendance Networking Event at Kingston Maurwood 07/03/2024
875	10.03.2024	£61.43	Supplies	Chapman Draper	Card	Moss killer solution
874	27.03.2024	£9.26	Equipment	Amazon Payments UK Ltd.	IB	Pump sprayer for Grounds Unit
873	27.03.2024	£7.50	Supplies	Amazon Payments UK Ltd.	IB	Command strips for Pavilion
872	06.03.2024	£15,540.00	Vehicle	Hunt Forest Group Ltd (Blashford Branch)	IB	Utility Gator
871	27.03.2024	£972.59	Maintenance	BURNSgas Ltd	IB	New Office Water Heater
870	27.03.2024	£64.50	Supplies	Amazon Payments UK Ltd.	IB	Replacement toilet roll holders for public toilets
869	13.03.2024	£50.13	Electricity	SSE Energy Solutions (Southern Electric)	DD	Cemetery Feb 2024
868	05.03.2024	£4.20	PPE	L&S Engineers Ltd	Card	Delivery charge for returned safety harness
867	27.03.2024	£696.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground - Feb 2024
866	27.03.2024	£102.00	Maintenance	Joy Services Group	IB	Pavilion boiler repairs
865	20.03.2024	£48.00	Payroll Subscription	Central Computer Management Ltd	DD	
864	18.03.2024	£47.76	Digital Phone Lines	Buzz Networks Ltd.	DD	
863	05.03.2024	£58.39	Maintenance	Agri-Gem Ltd	IB	Weed killer solution
862	05.03.2024	£3.15	Supplies	Co-op Supermarket	Card	Washing up liquid for Grounds Unit
861	01.02.2024	£119.94	Monthly Subscription	Skyguard Limited T/A Peoplesafe	DD	Lone Working Devices monthly subscription
859	27.03.2024	£4,665.02	Newsletter	Mail & Print	IB	Elections Special Newsletter
858	27.03.2024	£7,641.26	CMYT Grant Q4	Corfe Mullen Youth Trust	IB	
857	27.03.2024	£111.00	Maintenance	Stanner Electrical Contractors	IB	Repairs to public toilets light
856	27.02.2024	£316.08	H&S Services	Peninsula Business Services Limited	DD	
855	24.02.2024	£10.56	Mobile Phone	EE	DD	Grounds Mobile
854	27.03.2024	£1,409.76	Annual Subscription	Starboard Systems Ltd, TA Scribe Accounts	IB	Accounts Package 01/04/2024-31/03/2024
853	21.03.2024	£1,217.40	Cleaning	Clean Deep Services Limited	IB	Various sites Feb 2024
TOTAL:		£71,838.98				



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/270

Paper: C

Subject:	Bank Reconciliation
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and approve Bank Reconciliation for February 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 February 2024.

Corfe Mullen Town Council

15 March 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
762	Utilities	01/02/2024	TC 23/226	Cooperative Current	DD	Water	Water2business	Z	106.82		106.82
861	Employment Services	01/02/2024		Cooperative Current	DD	Equipment	Skyguard Limited T/A Peop	Z	119.94		119.94
762	VH Reimbursement	01/02/2024	TC 23/226	Cooperative Current	DD	Water	Water2business	Z	320.45		320.45
758	Pavilion - Utilities	05/02/2024	TC 23/226	Cooperative Current	DD	Electricity	British Gas	L	247.71	12.39	260.10
782	Bank Charges	05/02/2024	CS 23/55	Cooperative Current	IB	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
815	Street Lighting and Furniture	06/02/2024	CS 23/55	Cooperative Current	Card	Materials	Ace Reclamation	S	291.67	58.33	350.00
801	Recreation/Sports Facility Main	07/02/2024	CS 23/55	Cooperative Current	IB	Materials	Trade Uk (B&Q)	S	36.08	7.22	43.30
707	Publications and Subscriptions	10/02/2024	FA 23/29	Cooperative Current	DD	Annual Subscription	Information Commissioner	Z	35.00		35.00
797	Vehicle Fuel	12/02/2024	CS 23/55	Cooperative Current	DD	Fuel	UK Fuels Limited	S	70.83	14.17	85.00
752	Cleaning Materials & Supplies	14/02/2024	CS 23/55	Cooperative Current	IB	Supplies	Amazon Payments UK Ltd.	S	8.51	1.70	10.21
770	Play Areas	14/02/2024	CS 23/55	Cooperative Current	IB	Maintenance	Sutcliffe Play South West	S	75.78	15.16	90.94
781	Contractor Costs	14/02/2024	CS 23/55	Cooperative Current	IB	Contractor Fees	Bournemouth, Christchurch	S	1,480.00	296.00	1,776.00
785	Utilities	14/02/2024	CS 23/55	Cooperative Current	IB	Utilities	2nd Corfe Mullen Scouts	Z	1,111.06		1,111.06
786	Utilities	14/02/2024	CS 23/55	Cooperative Current	IB	Utilities	2nd Corfe Mullen Scouts	Z	4,092.87		4,092.87
788	Play Areas	14/02/2024	CS 23/55	Cooperative Current	IB	Materials	Sutcliffe Play South West	S	56.62	11.32	67.94
789	Play Areas	14/02/2024	CS 23/55	Cooperative Current	IB	Materials	Trade Uk (B&Q)	S	2.28	0.46	2.74
771	Notice Boards & Signs	14/02/2024	CS 23/55	Cooperative Current	IB	Signs	Think Signs Ltd.	S	53.70	10.74	64.44
796	Public Toilets	14/02/2024	CS 23/55	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	360.00	72.00	432.00
796	Ground Staff Building (premise	14/02/2024	CS 23/55	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
795	Security (Alarm & CCTV)	14/02/2024	CS 23/55	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	640.00	128.00	768.00
811	Waste & Recycling	14/02/2024	CS 23/55	Cooperative Current	IB	Waste Collection	NC Services	Z	65.00		65.00
812	Waste & Recycling	14/02/2024	CS 23/55	Cooperative Current	IB	Waste Collection	NC Services	Z	93.00		93.00
810	Tools & Equipment	14/02/2024	CS 23/55	Cooperative Current	IB	Equipment	Longham Garden Machiner	S	80.42	16.08	96.50
783	Maintenance	14/02/2024	CS 23/55	Cooperative Current	IB	Plumbing Works	Maintain UK Drains Limited	S	66.12	13.22	79.34
780	VH Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	27.30		27.30
772	VH Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMVH Items	Think Signs Ltd.	Z	110.26		110.26
773	VH Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	23.99		23.99
796	Pavilion - Cleaning & Supplies	14/02/2024	CS 23/55	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	516.00	103.20	619.20
799	Pavilion - Cleaning & Supplies	14/02/2024	CS 23/55	Cooperative Current	IB	Cleaning	R Evetts	Z	25.50		25.50
793	Employment Services	14/02/2024	CS 23/55	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	421.99	84.40	506.39
793	Employment Services	14/02/2024	CS 23/55	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	-412.00	-82.40	-494.40
793	Employment Services	14/02/2024	CS 23/55	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	-9.99	-2.00	-11.99
792	Meeting Room Hire	14/02/2024	CS 23/55	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	111.00		111.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
796	Office Cleaning (inc Windows)	14/02/2024	CS 23/55	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	21.50	4.30	25.80
798	Office Cleaning (inc Windows)	14/02/2024	CS 23/55	Cooperative Current	IB	Cleaning	R Evetts	Z	10.00		10.00
808	Plant Maintenance	14/02/2024	CS 23/55	Cooperative Current	IB	Maintenance	Longham Garden Machiner	S	128.40	25.68	154.08
809	Plant Maintenance	14/02/2024	CS 23/55	Cooperative Current	IB	Maintenance	Longham Garden Machiner	S	139.92	27.99	167.91
790	VH Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	17.72		17.72
802	VH Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	10.78		10.78
803	VH Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	8.00		8.00
791	VH Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	18.45		18.45
794	CMYT - Reimbursement	14/02/2024	CS 23/55	Cooperative Current	IB	CMYT	Amazon Payments UK Ltd.	Z	30.59		30.59
813	Play Areas	14/02/2024	CS 23/55	Cooperative Current	IB	Materials	Online Playgrounds	S	219.17	43.83	263.00
816	Play Areas	14/02/2024	CS 23/55	Cooperative Current	IB	Materials	Sutcliffe Play South West	S	31.06	6.21	37.27
814	Recreation/Sports Facility Main	14/02/2024	CS 23/55	Cooperative Current	IB	Supplies	Origin Amenity Solutions (F	S	117.50	23.50	141.00
840	Maintenance	14/02/2024	TC 23/247	Cooperative Current	Card	Materials	Ultimate One Limited	S	58.00	11.60	69.60
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-27.30		-27.30
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-17.72		-17.72
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-18.45		-18.45
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-10.78		-10.78
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-8.00		-8.00
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-83.58		-83.58
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-23.99		-23.99
819	VH Reimbursement	14/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-110.26		-110.26
820	CMYT - Reimbursement	14/02/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-30.59		-30.59
820	CMYT - Reimbursement	14/02/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-83.58		-83.58
821	CMYT - Reimbursement	14/02/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	0.15		0.15
826	VH Reimbursement	16/02/2024		Cooperative Current	IB	CMVH Items	Reliance Scrap Metal Mercd	Z	40.61		40.61
826	VH Reimbursement	16/02/2024		Cooperative Current	IB	CMVH Items	Reliance Scrap Metal Mercd	Z	-40.61		-40.61
804	Telephone/Internet	18/02/2024	CS 23/55	Cooperative Current	DD	Digital Phone Lines	Buzz Networks Ltd.	S	39.80	7.96	47.76
806	Advertising	19/02/2024	CS 23/55	Cooperative Current	DD	Advertisement	Dorset Council	S	69.65	13.93	83.58
806	VH Reimbursement	19/02/2024	CS 23/55	Cooperative Current	DD	Advertisement	Dorset Council	Z	83.58		83.58
806	CMYT - Reimbursement	19/02/2024	CS 23/55	Cooperative Current	DD	Advertisement	Dorset Council	Z	83.58		83.58
807	Waste & Recycling	20/02/2024	CS 23/55	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	382.25		382.25
807	Pavilion - Utilities	20/02/2024	CS 23/55	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	63.17		63.17
800	Employment Services	20/02/2024	CS 23/55	Cooperative Current	DD	Payroll Subscription	Central Computer Manager	S	40.00	8.00	48.00
807	Office - Waste Collection	20/02/2024	CS 23/55	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	29.68		29.68
822	Salaries	23/02/2024	TC 23/247	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	10,850.74		10,850.74
824	PAYE	23/02/2024	TC 23/247	Cooperative Current	IB	PAYE	HMRC	Z	1,284.80		1,284.80

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
825	National Insurance	23/02/2024	TC 23/825	Cooperative Current	IB	NIC	HMRC	Z	2,011.35		2,011.35
823	Pension	23/02/2024	TC 23/247	Cooperative Current	IB	Pension	DCPF	Z	3,871.06		3,871.06
855	Telephone/Broadband/Mobiles	24/02/2024		Cooperative Current	DD	Mobile Phone	EE	S	8.80	1.76	10.56
749	Ground Staff Building (premise	25/02/2024	TC 23/226	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	36.17	7.23	43.40
856	Health & Safety Services	27/02/2024		Cooperative Current	DD	H&S Services	Peninsula Business Service	S	263.40	52.68	316.08
841	Rates & Utilities	27/02/2024	TC 23/247	Cooperative Current	DD	Electricity	SSE Energy Solutions (Sou	S	6.45	1.29	7.74
841	Rates & Utilities	27/02/2024	TC 23/247	Cooperative Current	DD	Electricity	SSE Energy Solutions (Sou	L	53.77	2.69	56.46
837	Public Toilets	29/02/2024		Cooperative Current	IB	Supplies	Eastern Shires Purchasing	S	25.20	5.04	30.24
829	Cleaning Materials & Supplies	29/02/2024	TC 23/247	Cooperative Current	IB	Materials	Amazon Payments UK Ltd.	S	5.82	1.17	6.99
835	Cleaning Materials & Supplies	29/02/2024	TC 23/247	Cooperative Current	IB	Supplies	Eastern Shires Purchasing	S	22.00	4.40	26.40
843	Cleaning Materials & Supplies	29/02/2024	TC 23/247	Cooperative Current	IB	Supplies	Trade UK (Screwfix)	S	14.99	3.00	17.99
844	Cleaning Materials & Supplies	29/02/2024	TC 23/247	Cooperative Current	IB	Materials	Trade Uk (B&Q)	S	16.77	3.36	20.13
845	Cleaning Materials & Supplies	29/02/2024	TC 23/247	Cooperative Current	IB	Materials	Trade Uk (B&Q)	S	19.03	3.81	22.84
827	Tools & Equipment	29/02/2024	TC 23/247	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	43.71	8.74	52.45
830	Tools & Equipment	29/02/2024	TC 23/247	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	25.00	5.00	30.00
842	Tools & Equipment	29/02/2024	TC 23/247	Cooperative Current	IB	Equipment	Trade UK (Screwfix)	S	129.15	25.82	154.97
846	Tools & Equipment	29/02/2024	TC 23/247	Cooperative Current	IB	Equipment	Trade UK (Screwfix)	S	154.03	30.81	184.84
834	Councillor Training	29/02/2024	TC 23/247	Cooperative Current	IB	Training	Dorset Association of Paris	Z	60.00		60.00
851	Meeting Room Hire	29/02/2024	TC 23/247	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	78.00		78.00
852	Meeting Room Hire	29/02/2024	TC 23/247	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	111.00		111.00
836	Pavilion - Cleaning & Supplies	29/02/2024	TC 23/247	Cooperative Current	IB	Supplies	Eastern Shires Purchasing	S	10.10	2.02	12.12
839	Office IT & Software	29/02/2024	TC 23/247	Cooperative Current	IB	Licence Fee	Microsoft Ireland Operator	S	41.20	8.24	49.44
832	Utilities	29/02/2024	TC 23/247	Cooperative Current	DD	Electricity	British Gas	S	243.73	48.75	292.48
847	Repairs and Maintenance	29/02/2024	TC 23/247	Cooperative Current	IB	Materials	Trade Uk (B&Q)	S	23.28	4.66	27.94
838	Maintenance	29/02/2024	TC 23/247	Cooperative Current	IB	Plumbing Works	Maintain UK Drains Limited	S	66.12	13.22	79.34
828	Maintenance	29/02/2024	TC 23/247	Cooperative Current	IB	Materials	Amazon Payments UK Ltd.	S	27.32	5.46	32.78
849	Street Lighting and Furniture	29/02/2024	TC 23/247	Cooperative Current	IB	Maintenance	Enerveo Limited	S	644.98	129.00	773.98
860	VH Reimbursement	29/02/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-12.12		-12.12
836	VH Reimbursement	29/02/2024	TC 23/247	Cooperative Current	IB	Supplies	Eastern Shires Purchasing	Z	12.12		12.12
Total									31,654.70	1,318.34	32,973.04

Corfe Mullen Town Council

15 March 2024 (2023-2024)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
362	Tennis Court Fees	01/02/2024		Cooperative Current	Cash	Tennis Court Fees	Jane Gardner	Z	14.00		14.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	26.00		26.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	26.00		26.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	26.00		26.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	26.00		26.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z			
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z			
363	Pitch Fees	01/02/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z			
364	Tennis Court Fees	01/02/2024		Cooperative Current	IB	Tennis Court Fees	Sara Butt	Z	7.00		7.00
365	Pitch Fees	02/02/2024		Cooperative Current		Football Pitch Fees	Mark White	Z	-50.00		-50.00
366	Pitch Fees	02/02/2024		Cooperative Current	IB	Football Pitch Fees	Mark White	Z	50.00		50.00
367	Tennis Court Fees	02/02/2024		Cooperative Current	IB	Tennis Court Fees	Richard Davies	Z	5.00		5.00
397	Bank Interest	02/02/2024		Public Sector Deposi	IB	Bank Interest	PSDF	Z	2,919.44		2,919.44
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
369	Cricket Fees	05/02/2024		Cooperative Current		Cricket Fees	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
368	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Corfe Mullen Carnival Comi	Z			
377	Tennis Court Fees	05/02/2024		Cooperative Current	IB	Tennis Court Fees	Clare Wong	Z	7.00		7.00
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
370	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
371	Pavilion Lounge Hire	05/02/2024		Cooperative Current		Room Hire	Dorset Macmillan Bike Ride	Z			
373	Tennis Court Fees	06/02/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.00		5.00
374	Tennis Court Fees	06/02/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.00		5.00
375	Tennis Court Fees	06/02/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.00		5.00
376	Tennis Court Fees	06/02/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
378	Cemetery Fees	14/02/2024		Cooperative Current	Cheque	Pre-purchase	Cox T07A	Z	465.00		465.00
372	Tennis Court Fees	14/02/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00
372	Tennis Court Fees	14/02/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00
372	Tennis Court Fees	14/02/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
391	Tennis Court Fees	27/02/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00
391	Tennis Court Fees	27/02/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00
392	Cemetery Fees	28/02/2024		Cooperative Current	IB	Transfer of Burial Rights	D Randall-Snow	Z	90.00		90.00
393	Tennis Court Fees	29/02/2024		Cooperative Current	IB	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
Total									4,964.84	4,384.64	9,349.48



**Minutes of the meeting of Planning Committee held on
Tuesday 13 February 2024 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
P Purvis (Chair)
D Everett
S Florek
L Hardy
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 7 members of the public present, 3 of whom wished to speak relating to variation of condition application no. P/VOC/2024/00411 – 33 Corfe View Road, Corfe Mullen, BH21 3LY.

The three members of the public who spoke, spoke passionately about their concerns and objections to the development, noting the original planning application no. P/HOU/2022/04740 was granted permission in April 2023. The members of the public felt the development contravened the Dorset Council Officers' report with comments noted as follows:

- Gas mains were being installed on the development which contravened the National Planning Policy Framework (NPPF), para 4 in that it was not a sustainable development.
- Adjacent neighbouring properties are single storey dwellings, built in red brick or render. The development is a large 2-storey dwelling, over-shadowing the neighbouring properties which is not compatible with its surroundings. Furthermore, the charcoal grey cladding noted in the application does not reduce the visual impact on neighbouring properties. This contravenes NPPF, para 12, due to the development's visual impact not being compatible with its surroundings.
- The development is not consistent with the special character of the area. The oversized development set a precedent for over-development in the area and contravenes NPPF, para 15.
- The amendment to the size and design of the windows noted in the application had already been installed.
- In the members of the public opinion, the Dorset Council Officers' assessment relating to tick boxes 'yes/no' was wrong.
- There had been ongoing conflict with Dorset Council Planning regarding the development during the past 18 months which was being progressed through the Ombudsman. Dorset Council Planning had not responded to residents' questions relating to the development and permission granted, despite receiving numerous objections from neighbouring residents and the Town Council.

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

A handwritten signature in black ink, appearing to read 'Philip Purvis', is written over a horizontal line.

PC 23/157 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

PC 23/158 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 23/159 Paper A - To Approve minutes of meeting held on 23 January 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 23 January 2024 were APPROVED.

PC 23/160 Paper B - To Note Planning Decisions Report – decisions between 17 January 2024 – 7 February 2024

The planning decisions report was NOTED.

PC 23/161 To Consider the following applications received from Dorset Council:

Following the members of the public representation, the Chair proposed to consider the variation of condition application P/VOC/2024/00411 – 33 Corfe View Road, Corfe Mullen, BH21 3LY in the first instance.

Variation of Condition:

Application No: P/VOC/2024/00411
Location: 33 Corfe View Road Corfe Mullen BH21 3LY
Proposal: Application to Vary Condition 2 of Approved P/A P/HOU/2022/04740 (Bungalow Conversion - extensions to form 2 storey dwelling (as amended by plans received 22.2.2023)) Alter the material finish of the first-floor elevations.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402933>

Members acknowledged and supported the concerns and frustrations raised by the members of the public. The Town Council had strongly objected to the previous applications for this site in August 2022 and March 2023, furthermore, planning permission had been granted under a nominated officer delegated decision rather than being referred to the Eastern Planning Committee, which was disappointing.

Members felt the previous objections still stood in terms of being out of character, incompatible and unsympathetic to its surroundings, an overdevelopment out of scale with the neighbouring properties in respect of its scale, bulk and visual impact. The depth and height of the development had resulted in a visually dominant building that was overbearing, resulting in loss of natural light which had a detrimental impact to the amenity enjoyed by neighbouring properties.

Members also felt the reduction in window sizes and charcoal grey cladding would not resolve any of the concerns raised by the residents of the neighbouring properties.

It was **RESOLVED** to **STRONGLY OBJECT** to the application as follows:

- The application fails to comply with NPPF para 127 in that the variation is out of character and unsympathetic to its surroundings.

- The application is contrary to adopted Policy HE2 of the adopted Local Plan and the guidance in the National Design Guide in that it is incompatible with its surroundings in respect of its visual impact.
- The development results in a visually dominant building that is overbearing and results in loss of natural light which has a detrimental impact to the amenity currently enjoyed by neighbouring properties.
- Amendments to the front and rear elevations in terms of window sizes, use of vertically hung charcoal grey wall cladding and use of natural oak cladding to underside of balcony terrace soffit would not improve privacy and reduce visual impact on neighbouring properties.
- The amendments to windows stated in the variation are already in place.
- Work on site should cease whilst the Ombudsman was dealing with the ongoing complaint.

It was noted that there are several planning issues outstanding and it was agreed for the Clerk to pursue an in-person meeting to be scheduled with the Head of Dorset Council Planning, the Chair of the Council and herself, to discuss and address some of the planning issues currently being experienced.

Application No: P/HOU/2024/00262
 Location: 41 Hadrian Way Corfe Mullen BH21 3XF
 Proposal: Convert garage and change garage door to window.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402740>

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

Application No: P/HOU/2023/06732
 Location: 81A Jubilee Road Corfe Mullen BH21 3NJ
 Proposal: Erect tiled sloping roof over existing garage and porch.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=401491>

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

Application No: P/FUL/2024/00143
 Location: 1 & 3 Coronation Way and 16 Victory Gardens, Corfe Mullen, Dorset BH21 3EN
 Proposal: Removal of existing walls to slab level followed by reconstruction of 1 & 3 Coronation Way to reinstate the first floors and roofs lost to fire damage, with associated works. Reroofing 16 Victory Gardens following fire damage, with associated works.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402595>

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

Application No: P/FUL/2023/07347
 Location: Hope Farm Mill Street Corfe Mullen BH21 3RQ
 Proposal: Retention of a stable and conversion of the stables into a temporary rural worker dwelling with sheds for ancillary residential storage and change of use of land to a mixed agricultural and alpaca trekking enterprise.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402210>

Members noted their concern about the retrospective application to develop this site, within the Green Belt.

It was **RESOLVED** to **STRONGLY OBJECT** to the application as follows:



The proposal to convert an unauthorised structure, namely the stable into a rural worker dwelling contravenes the following policies within the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014):

- HE2: The proposed development is in a rural setting and would be out of character and not compatible with its surroundings and compromise the tranquillity of the area.
- HE3: The proposed development does not protect and seek to enhance the landscape character of the area which features cultural, historical and heritage value due to the vicinity of St Huberts Grade II listed church.
- PC4: The development would harm the amenity and enjoyment of the countryside through the impact of noise and traffic generation. The development is not accessible by sustainable modes of transport other than the use of a car.
- KS3: The proposed development is within the Green Belt and fails to protect the separate physical identity of individual settlements in the area.

The proposal is also contrary to the following policies within the NPPF paragraphs:

- 147: The proposed development is not well-served by public transport.
- 154 a) & d): The proposed development does not replace a building for the same use and is not intended as a building for agricultural purposes.
- 180 a): The proposed development does not protect and/or enhance valued landscapes and biodiversity of the area.

The application site lies within the Green Belt with the proposal being an inappropriate development in the Green Belt and harmful to the Green Belt by definition. There are no very special circumstances evident to outweigh the harm from inappropriateness and the proposal is contrary to the Green Belt policy set out in NPPF.

By example, a recent planning application on Mill Street, 0.3 miles from the proposed development was not granted planning consent due to inappropriate development in the Green Belt and harmful to the Green Belt by definition.

Application No: P/FUL/2024/00441
Location: Meadow Farm Meadow Farm Lane Corfe Mullen BH21 3HT
Proposal: Creation of a new access and stopping up of three existing accesses to include an interconnecting farm track at Meadow Farm.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402972>

It was **RESOLVED** to **STRONGLY OBJECT** to the application as follows:

- The actual address of the site is Meadow Farm, Mill Street, Corfe Mullen not as stated on the application.
- The application site boundary shown in red on the location plan is less than 0.1 hectares, however, the whole site shown in blue should be taken into consideration when assessing the application.
- On the basis that the whole site is over 0.1 hectares, the application should follow the Dorset Biodiversity Appraisal Protocol and include an Ecological Impact Assessment and Biodiversity Plan or a Landscape Ecology Management Plan.
- There is a public right of way footpath E37/26 running through the site.
- The application does not demonstrate the proposal complies with NPPF para 110 (b) and that safe and suitable access can be achieved for all users.
- The application does not demonstrate the proposals would not result in an unacceptable or severe impact in safety or capacity terms, in accordance with NPPF para 111, or that any such impacts can be cost effectively mitigated to an acceptable degree, in accordance with NPPF 110 (d).

The proposal is contrary to policies within the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014) as follows:

- KS11: Visibility splay and no safe access to the site from the existing A31 transport network.
- ME1: Removal of the hedgerow impacting on the habitats and species with measures to avoid or adequately mitigate the harm to biodiversity relating to new native hedging and tree/shrub planting not visible.
- ME6: No evidence of a flood management strategy and delivery plan due to the area being susceptible to groundwater flooding.

Tree Works Applications for Information Purposes Only:

Application No: P/TRT/2024/00631
Location: 17 Caesars Way Corfe Mullen Dorset BH18 9DP
Proposal: T1 Silver Birch: Fell and replant.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403199>

The tree works application was **NOTED**.

Application No: P/TRT/2024/00646
Location: 17 Wills Close Corfe Mullen Dorset BH21 3SR
Proposal: T38 Scots Pine: Fell to ground level. Replant with nursery grown 1.5m Liquidambar Styraciflua.
T41 Scots Pine: Fell to ground level.
T43 Scots Pine: Fell to ground level.
T46 Maritime Pine: Fell to ground level.
T47 Maritime Pine: Fell to ground level.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403215>

Members understood some of the trees stated came under a historical Tree Preservation Order (TPO) and felt contact should be made with the Dorset Council Tree Officer to review and consider the application before any tree works took place. It was noted the condition of the trees or alleged damage to the property did not warrant trees T41, T43, T46 and T47 being felled. However, consideration should be given to replanting trees should permission be granted.

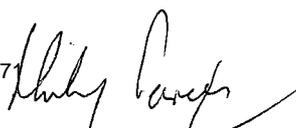
It was **RESOLVED** to pass comments on to the Dorset Council Tree Officer for consideration.

Application No: P/TRT/2024/00317
Location: Stonecrop Corfe Lodge Road Corfe Mullen Dorset BH18 9NQ
Proposal: T5 Beech: Formatively prune by the removal of low lateral branches on the North side growing into/over the roof of the garage equating to a crown lift on this side only of 5M. Prune other secondary branches to ensure a clearance of the built structure (not footprint) of the garage by 2M.
G2a Scots Pine: Fell to ground level.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402811>

The tree works application was **NOTED**.

Tree Preservation Order Consultations:

Application No: TPO/2024/0002
Location: Land on the South Side of Wimborne Road, East End, Corfe Mullen
Proposal: Group G1 – 15x Oaks

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Members noted it was good news a Tree Preservation Order was to be put in place for the group of 15 oak trees on the land, south side of Wimborne Road.

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

PC 23/162 Paper C – To Note Sturminster Marshall Neighbourhood Plan

Members felt the Plan was very good and comprehensive with no further comments.

The Sturminster Marshall Neighbourhood Plan was **NOTED**.

PC 23/163 Matters for forthcoming agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

PC 23/164 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 27 February 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 23/165 Close of Meeting at 19:24.

Signed as a correct record of the meeting..........Date.....27/2/2024.....

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)



**Minutes of the meeting of the Planning Committee held on
Tuesday 27 February 2024 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
P Purvis (Chair)
D Everett
S Florek
L Hardy
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 six members of the public present, none of whom wished to speak.

PC 23/166 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

PC 23/167 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 23/168 Paper A - To Approve minutes of meeting held on 13 February 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 13 February 2024 were **APPROVED**.

PC 23/169 Paper B - To Note Planning Decisions Report – decisions between 7 February 2024 – 21 February 2024

The planning decisions report was **NOTED**.

PC 23/170 To Consider the following applications received from Dorset Council:

Application No: P/FUL/2024/00215
Location: 2A Pye Close Corfe Mullen Wimborne BH21 3NU
Proposal: Change of use of office (B1) to residential (C3).
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402680>

It was **RESOLVED** to object on the following basis:

- The proposal lies within 400m of the Corfe and Barrow Hills Sites of Special Scientific Interest of international importance, part of the designated Dorset

A handwritten signature in black ink, appearing to be 'Shirley Hanger', is written over the page number.

Heathlands SPA (Special Protection Area), and also part of the Dorset Heaths SAC (Special Area of Conservation) and RAMSAR sites.

Application No: P/HOU/2024/00643
Location: 11 Dennis Road Corfe Mullen Dorset BH21 3NF
Proposal: Erect detached garage.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403212>

It was **RESOLVED** to object on the following basis:

- The proposal is contrary to adopted Policy HE2 of the adopted Local Plan in that its layout, scale, and bulk of the detached garage is an overdevelopment of the site, resulting in a visually dominant building, which is overbearing with loss of amenity in terms of natural light into the main dwelling.
- Insufficient information to determine whether there is an adequate turning circle on the driveway to manoeuvre vehicles from the driveway onto the highway, which has limited sight lines.

Application No: P/HOU/2024/00656
Location: 23 Rectory Avenue Corfe Mullen BH21 3EZ
Proposal: Raise the ridge of the roof and convert the loft space to form bedrooms with dormer windows and a balcony. Demolish conservatory and erect a rear storey side extension.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403230>

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

Tree Works Applications for Information Purposes Only:

Application No: P/TRT/2024/00843
Location: Otterburn Corfe Lodge Road Corfe Mullen Dorset BH18 9NG
Proposal: T1 Spruce: Crown lift to 4 metres. Remove broken branches. T2 Lime: Crown lift to 4 metres. T3 Monterey pine: Reduce the outer tips from the stem that leans over the decking area by up to 2 metres. T4 Eucalyptus: Fell.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403462>

Application No: P/TRT/2024/00741
Location: Oakehill Pine Road Corfe Mullen BH21 3DW
Proposal: T1 Oak: Localised crown reduction of lower branches over the property (The Hideaway) by up to 2m approximately by removing tertiary limbs. Prune back the remaining low limb over the property (The Hideaway) by up to 2m back to suitable growth points.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403340>

Application No: P/TRT/2024/00742
Location: 14 Wareham Road Corfe Mullen Dorset BH21 3LE
Proposal: T1 Willow: Coppice at 1m from ground level. T2 Oak: Remove deadwood. T3 Oak: Reduce overextended limb over carpark by 3m.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403341>

Application No: P/TRT/2024/00744
Location: 151 Springdale Road Corfe Mullen Dorset BH21 3QQ and 153 Springdale Road Corfe Mullen Dorset BH21 3QQ

Proposal: T1 Oak (located in 153 Springdale Road): Re-pollard to previous pruning points. T2 Oak (located in 151 Springdale Road): Re-pollard to previous pruning points.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403343>

The tree works applications were **NOTED**.

New Tree Preservation Order:

Application No: TPO/2024/0007
Location: Land at E398655 N96671, Birch Close, Corfe Mullen, BH21 3TB.
Proposal: T1 – Cypress

Application No: TPO/2024/0008
Location: On land at E398990 N96621, Rushcombe Way, Corfe Mullen, BH21 3TB.
Proposal: T1 – Thorn
T2 – Acer sp.
T3 – Sorbus sp.
T4 – Betula sp.

The new Tree Preservation Orders were **NOTED**.

Statutory Undertaker:

Application No: P/STA/2024/00898
Location: Upton Heath Nature Reserve
Proposal: 21010290 - P/PL 132kV OHL Refurbishment – to carry out upgrade works to overhead line.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403528>

The statutory undertaker application was **NOTED**.

PC 23/171

Paper C – To Note Highways Update and Consider Items for Approval

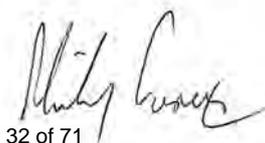
The Clerk presented the report, noting Dorset Council Highways Implementation Site Manager had indicated that an engineer would need to be allocated to carry out a feasibility and costings report in order to prioritise the schemes for new pedestrian crossings in the village. It should be noted there is a long waiting list for installation of pedestrian crossing across Dorset, and it is likely to be more than 12 months before any work is carried out.

Furthermore, the request to refresh road markings on Lockyers Road zebra crossing and bus stops on Wimborne Road, adjacent to Lockyers School had been rejected by Dorset Council Highways, due to not meeting their 75% criteria.

Members supported the new requests for highways improvements, with comments noted as follows:

- **20mph speed limit on Blandford Road (B3074), from Badbury View Road to Windgreen Roundabout:** Members felt a variable speed limit from the A31 up to the Windgreen Roundabout would be more beneficial.

It was noted there was no budget allocated in the 2024/25 financial year to carry out road traffic surveys, which could be used as evidence to Dorset Council Highways of speeding vehicles on this stretch of road, particularly by Lockyers Middle School.



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Previously, Council had resolved to support the installation of Speed Indicator Devices (SIDs) for use across the village. However, this has not been progressed by Dorset Council Highways.

It was **RESOLVED** to contact Dorset Council Highways to investigate options for reducing speed on Blandford Road (B3074) from the A31 to the Windgreen Roundabout, particularly adjacent to Lockyers Middle School.

It was **RESOLVED** to update residents who had made requests for highway improvements.

PC 23/172 Matters for forthcoming agendas No decisions can be taken¹

The Clerk provided an update on an ongoing issue with a tree on Dorset Council owned land on Higher Blandford Road. The tree is overhanging and affecting a residents property and amenity at Windgreen. The resident had visited the Town Council office to note her dissatisfaction with correspondence received from the Leader of Dorset Council relating to the matter. It was noted contractors had pruned back the tree overhanging the highway, however had failed to do the same on the other side affecting the resident's property.

The Clerk confirmed that she had signposted the resident to make a formal complaint to Dorset Council, as the tree was on Dorset Council owned land.

Members noted their disappointment with the time taken to resolve the issue and the response provided by Dorset Council.

PC 23/173 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 12 March 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 23/174 Close of Meeting at 19:02.

Signed as a correct record of the meeting.......... Date..... 12/3/2024.....

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)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/272

Paper: Ea

Subject:	Council Office Information Technology
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to consider Information Technology (IT) provision within the Town Council Office.
Background:	The current office hardware is estimated to be up to 6 years old. The reception desk PC holds the data/programs and operates a simple sharing system to enable the other 3 PC's to run. The reception desk PC holds a vast amount of data and programs, which runs very slowly and when the other 3 PC's are in use, even slower.
Key Points:	<p>Proposal to upgrade the existing IT hardware and configuration, making sure all data is backed up with live data stored securely and accessible when off site, if required.</p> <p>Please see appendix 1, showing a comparison against current configuration with two contractor options.</p>
Implications:	<p>Concern over back up of CMTC data, as the only data currently backed up is the website and email by Vision ICT. If PC's were to go down or loss of data, there is no backup to retrieve records. This breaches the Local Government (Records) Act 1962 s. 1 & 2.</p> <p>Current PC's waste a considerable amount of time, due to the processing time. Upgrading PC's would be more efficient.</p> <p>Proposed configuration provides access to files from anywhere, which would assist if working from home and negate the use of encrypted memory sticks.</p> <p>Currently there is no IT support, should there be any issues with the PC's.</p> <p>By moving to a Sharepoint infrastructure, this would enable access to the CMTC folder from the newly purchased laptop and when in Council meetings.</p> <p>There is no budget allocated in the 2023/24 and 2024/25 financial year for replacement hardware and/or support. Any options agreed would be an overspend, however, the Councils IT should be fit for purpose and compliant.</p>
Recommendation:	To APPROVE one contractor to supply and install new IT hardware infrastructure and ongoing support.

Appendix 1 – IT Options

Hardware/Application	Current	Option 1	Option 2	Notes
PC Hardware	1 x AMD 3000G - 8Gb - 480Gb SSD 3 x Intel i3 - 8Gb - 1Tb HDD Windows 10 Home, 64-bit operating system (Reaches end of support in October 2025 ⁱ)	4 Intel Core i5 - 8Gb - 250Gb SSD - Win 11 Pro	3 older PCs, update to Intel i5 - 16Gb - 480Gb SSD - Win 11 Pro	Dispose of all redundant PC's including data destruction of old hard disks.
Network Switch	Unknown	1 x 8 port 10/100 (processes data at a rate of up to 100Mbps)	1 x 8 Port Gigabit (processes data at a rate of up to 1Bbps)	
Data	20Gb of data in the CMTc shared folder.	Upgrade Internal hard drive on each PC to 1tb.	-	
CMTc File Structure	CMTc shared folder held on front desk PC. Sage.	Move to cloud-based Microsoft SharePoint site. Migration of main folders data. Backup of Sage data.	Move to cloud-based Microsoft SharePoint site with 3 main folders. Migration of main folders data. Backup of Sage data.	Sage data files (archive of transactions for both accounts and payroll) held on Clerks PC.
Printer Driver	Yes	Yes	Yes	Scanning to PC's.
Cloud based application(s)	Scribe Accounting and Bookings. Adobe Professional. Bright applications (HR, H&S). Livepay (payroll processing)	Web based applications.	Web based applications.	
Virtual PC	Edge IT Cemetery and Allotments databases	Set up to access virtual PC in conjunction with Edge IT.	Set up to access virtual PC in conjunction with Edge IT.	
Microsoft 365 Accounts	4 licences - Clerk, Deputy Clerk, Front and Back Office PC's licences Annual subscription - £41.20+VAT pcm	PCs to be configured using the 365 OneDrive account to synchronise the data of the local desktop, documents and pictures folders in case of PC failure.	PCs to be configured using the 365 OneDrive account to synchronise the data of the local desktop, documents and pictures folders in case of PC failure.	

Hardware/Application	Current	Option 1	Option 2	Notes
		Maintain existing managed 365 + SharePoint - subscription £41.20+VAT pcm	Migration of existing 365 services to Contractor for complete management with UK based Microsoft partner. Managed 365 + SharePoint - subscription £80.00+VAT pcm	
Website	Vision ICT hosting & support £436+VAT pa	-	-	£5000 budget allocated in 2023/24 financial year to upgrade website.
Emails	Vision ICT hosting & support £378+VAT pa (4 office, 3 grounds team and 14 Councillor emails)	-	Offers email hosting service at an additional cost.	
Gov.uk Domain	Vision ICT £65+VAT pa	-	Offers service to manage domain at an additional cost.	
Back up	Vision ICT - website and email only	CMTC files cloud based. One Drive backup system for each desktop, documents and pictures folder will be synced automatically. CloudAlly to backup all Microsoft data, including, Teams, Exchange, OneDrive and SharePoint. £12+VAT pcm . Data stored in UK based data centres to ensure GDPR data requirement. Archive policies can be applied, and retention based on business needs.	CMTC files cloud based. Automated offsite backup solution for emails, CMTC data and local PC OneDrive data. Automated offsite backup including email/SharePoint/OneDrive £30.00+VAT pcm	
Internet Security	ESET Annual subscription - £45.82+VAT pa (equivalent £3.82+VAT pcm)	Bit Defender and Emsisoft Anti malware £11.37+VAT pcm up to 5 PCs	Managed Trend Worry Free Business Security - £16.00+VAT pcm	

Hardware/Application	Current	Option 1	Option 2	Notes
Encrypted memory stick	HR files Electoral Register Files for working off site	Restricted access rights to data/folders on Sharepoint site accessible when off site. No requirement for use of encrypted memory stick.	Restricted access rights to data/folders on Sharepoint site accessible when off site. No requirement for use of encrypted memory stick.	
Training & Support	No support	Testing and basic training of SharePoint site creation. Remote access available to provide support. Ad-Hoc pay as you go basis for 6 months to understand the business needs at a cost of £60+VAT ph. If after 6 months, it is more beneficial financially to enter into an SLA agreement, this can be considered.	Testing and basic training of SharePoint site creation. Offers ongoing support and telephone services at an additional cost. Netsupport remote access client licence - £12.00+VAT pcm Ad-Hoc pay as you go basis for 6 months to understand the business needs at a cost of £120+VAT ph. If after 6 months, it is more beneficial financially to enter into an SLA agreement - Base Site Support Fee - £50.00+VAT pcm SLA response support PC - £50.00+VAT pcm	
Additional	-	-	Information folder to be shared with Councillors on Sharepoint site negating need to email documents.	
Out of scope	1 x front desk PC for public use	N/A	N/A	Has limited use and runs very slow.

Hardware/Application	Current	Option 1	Option 2	Notes
Total Cost	Ongoing Monthly cost: £45.02 pcm	Total Fixed Cost: £3499.97+VAT, 50% deposit required with order. Ongoing Monthly cost: £64.57+VAT pcm 30 day rolling contract with 30-day notice.	Total Fixed Cost: £4335+VAT, 50% deposit required with order. Ongoing Monthly cost: £126+VAT pcm Ongoing Monthly cost (inc full support): £238+VAT pcm To onboard existing services under one SLA. 30 day rolling contract with 30-day notice. Single point of contact.	

ⁱ PC's can still be used, but will not receive software updates including security updates from Microsoft. Therefore, will become more vulnerable to security risks and viruses.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/272

Paper: Eb

Subject:	To Consider Purchasing of Bus Shelters on Wareham Road by the Co-op and Windgreen Roundabout
Prepared By:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	For members to consider purchasing of Bus Shelters on Wareham Road by Co-op and Windgreen Roundabout.
Background:	<p>At the Full Council meeting held on 23 January 2024, 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:</p> <ul style="list-style-type: none"> • 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
Key Points:	<ul style="list-style-type: none"> • Externiture was approached for a like for like quotation based on the bus shelter previously purchased on Wareham Road adjacent to Corfe View Road, which is no longer available. The total cost for a similar bus shelter is £10454.48+VAT each, to supply and install on a concrete base. • Wareham Road, Opposite Co-op Supermarket, Towers Way: new bus shelter – Dorset Council Highways has raised concerns with the location. A cantilever shelter is not an option in this location due to installation along the pavement reducing visibility for residents leaving the neighbouring property. Consideration being given to a Heritage half panel bus shelter being installed in the grassed area behind the current bus stop. However, concerns have been raised with regards to the substantial oak tree in this location, due to installation of concrete base disturbing the tree roots. Awaiting response from the Dorset Council Tree Officer. • Wareham Road, Windgreen Roundabout (Southbound): replacement bus shelter – Dorset Council Highways has no objections to siting bus shelter in this location. However, the shelter needs to be a cantilever shelter to ensure it does not impact on available footway width. The option of a half-panel shelter could be considered; however, a concrete base would need to be installed at an additional cost of £2820+VAT.

3 Bay Heritage cantilever bus shelter with solid lower panels, timetable case, Town Council branding at each end of the shelter, 2m bench seat and flagpole. Disposal of old shelter. Utilising existing concrete base.



Cantilever Heritage Shelter

- Wareham Road, Windgreen Roundabout (Northbound): new bus shelter – Dorset Council Highways has no objections to siting bus shelter in this location. Heritage shelter with half end panels to be installed in grassed area behind the current bus stop. Cantilever shelter not an option in this location due to installation along a pavement which may cause visibility issues for drivers.

3 Bay Heritage bus shelter with half end panels, solid panels, timetable case, Town Council branding at each end of the shelter, 2m bench seat and flag pole. Install concrete base by excavating area and install shuttering 3.6m x 1.6m x 300mm deep with associated pockets and fill with concrete. Remove shuttering and re-instate/marry levels with grass verge and seed.



Half Panel Heritage Shelter

- Total cost to supply and install two bus shelters at Windgreen - **£11570+VAT** includes £300 discount by purchasing two bus shelters at the same time.

Implications:

Costs for cleaning and maintenance of the bus shelters is unbudgeted and would be the responsibility of the Town Council.

A budget of £11,000 has been allocated for bus shelters in the 2024/25 budget. Two-year programme for the installation of bus shelters.

	<p>Consent is required from Dorset Council Highways prior to bus shelters being installed.</p> <p>Locations of bus shelters may encourage vandalism and anti-social behaviour with negative feedback from residents who live close by.</p> <p>Provides a sheltering space for members of the public using public transport, which should be encouraged.</p> <p>A visual and material benefit to those within the community who pay council tax.</p>
Recommendation:	To APPROVE purchasing of bus shelter(s) in the 2024/25 financial year.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/272

Paper: Ec

Subject:	Ground Maintenance of Sports Pitches and Grass Cutting across Town Council sites
Prepared By:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To consider and approve how to proceed with the Ground Maintenance of Sports Pitches and Grass Cutting across Town Council sites
Background:	At the Full Council meeting held on 28 November 2023, it was resolved to approve BCP contractors to continue carrying out sports pitch maintenance and grass cutting at the Recreation Ground, Towers Way and Springdale Open Space effective from 1 December 2023 for 4 months until the end of the financial year, as a result of a reduced Grounds Team.
Key Points:	<p>The current grounds maintenance agreement with BCP Council ceases at the end of 31 March 2024. Members to consider the agreement for the next 12-month period up to the end of the financial year, 31 March 2025.</p> <ul style="list-style-type: none">• Predicted expenditure for 12 months from 1 April 2024 to 31 March 2025 is £24,898.50+VAT shown in Appendix 1.• Grass cutting is only carried out and invoiced if required and is weather-dependent. The predicted expenditure is based on the actual number of occasions grass-cutting/additional maintenance took place from June 2023 to March 2024 and the maximum number of occasions for April/May 2024.• The ground maintenance provided by BCP has enabled the reduced Grounds Team to focus on other grounds work.• Compliments received on the improvements to the sports pitches and open space have been received from users of the Recreation Ground.
Implications:	<p>Dependency of third-party contractors to provide grounds maintenance work.</p> <p>A budget of £25,000 is allocated in the 2024/25 financial year for contractor costs to carry out grounds maintenance work.</p>
Recommendation:	To APPROVE continuation of contractor for Ground Maintenance of Sports Pitches and Grass Cutting across Town Council for the year 1 April 2024 to 31 March 2025.

CMTC Predicted Grounds Maintenance from 1 April 2024 to 31 March 2025

Operation	Occasions	BCP
Initial Line Marking of Football Pitches	1	£855.00
Overmarking of Football Pitches	37	£5,920.00
Grass Cutting (* Recreation Ground Pitches & Orchard/Picnic Field)	30	£5,670.00
Initial Line marking of Cricket Boundary	1	£73.50
Overmarking of Cricket Boundary	19	£698.25
Goal post erection	1	£294.00
Goal post dismantling	1	£294.00
Cutting of Towers Way	15	£1,102.50
Springdale Green Space - Ball field *	1	£189.00
Springdale Green Space - Grass to roadside/carpark	7	£1,323
SUBTOTAL		£16,419

Optional Additional Costs:	Occasions	BCP
Vertidrainage	1	£882.00
Quadraplay (4 way aerator)	3	£1,323.00
Groundbreaker	3	£1,323.00
Spring Tine Harrowing	1	£183.75
Deep slitting	2	£378.50
Spring Renovation incl seed, fertilizer and top dressing	2	£2,583.00
Selective Herbicide application	2	£1,806.00
SUBTOTAL		£8,479.25



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/272

Paper: Ed

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 Council's 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, which was completed in February 2024.</p> <p>The Town Council is responsible for the following streetlighting:</p> <p>3 on Towers Way (3 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>At the Full Council meeting held on 27 February 2024, it was resolved to obtain a breakdown of costs for Pine and Wayground Roads in order for Council to agree how to proceed as follows:</p> <ol style="list-style-type: none"> 1. To supply and install LED lantern and photocell to 3 columns on Pine Road: Total cost £1893+VAT 2. To supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer service to 2 remaining columns on Pine Road and one on Wayground Road: Total cost £3562.35+VAT 3. To supply and install LED lantern and photocell to 2 at the Recreation Ground: Total cost £946.50+VAT <p>NB: photocell is a light sensitive electronic switch.</p>
Implications:	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.

	To progress with both quotations would be an overspend on the budget line.
Recommendation:	To consider phased approach to updating streetlighting over the next two financial years 2024/25 and 2025/26.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/273

Paper: F

Subject:	Costs of the By-Election held on 23 November 2023
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To provide members with an update on the costs incurred by the Town Council to hold a by-election to fill the vacancy following the resignation of Paul Harrison as a Town Councillor.
Background:	<p>A request for an election to fill the vacancy was made to the Returning Officer, Electoral Services, Dorset Council, by ten electors for the Town.</p> <p>Dorset Council Electoral Services confirmed on 27 October 2023 that there was a contested election to fill the vacancy.</p> <p>The poll took place on Thursday 23 November 2023. Of the 7984 electorates eligible to vote, 1039 ballot papers were issued equating to a 13% turnout.</p>
Key Points:	<p>Dorset Council Electoral Services have now invoiced the Town Council for the costs incurred to hold the By-Election as shown in Appendix 1.</p> <p>The anticipated costs to hold a By-Election were estimated to be circa £2500.</p> <p>It should be noted, for the forthcoming elections on 2 May 2024, the elections costs will be split, with at least 1/3 of the total costs payable by the Town Council.</p>
Implications:	<p>The 2023/24 financial year budget allocated for election costs is £500. Therefore, there is an unbudgeted overspend of £10,955.28.</p> <p>The 2024/25 financial year budget allocated for election costs is £13,500.00.</p> <p>If there are insufficient candidates to fill the 14 seats on the Town Council at the elections on 2 May 2024, the Town Council may incur additional by-election costs during the 2024/25 financial year, which may lead to additional unbudgeted election costs.</p>
Recommendation:	To NOTE update.

Corfe Mullen Town Council

Costs of contested election held on 23 November 2023

Polling Station Number and Name	Fee		
St Nicholas Church Hall	£328.10		
Corfe Mullen Scout Hall	£200.00		£528.10
Presiding Officerⁱ			
██████████	£292.10		
██████████	£275.00		
██████████████████	£281.75		
██████████	£274.55		
Poll Clerk			
██████████████	£167.00		
██████████	£191.50		
██████████████████	£167.00		
██████████	£186.80		
Polling Station Inspector			
Not Applicable	£0.00		£1,835.70
Ballot Papers			
Set up, print and delivery	£714.65		£714.65
Polling Station Stationery			
Sundries Packs (£20 per station)	£60.00		
Ballot Box Packing (£5 per box)	£15.00		
			£75.00
			£3,153.45
Poll Cardsⁱⁱ			
Print	£512.22		
Postage	£4,607.03		
			£5,119.25
Postal Packsⁱⁱⁱ			
Printing and Postage	£2,217.28		£2,217.28
Return Postage			
496 ^{iv} @70p per return	£347.20		£347.20
Postal Vote Opening			
(£7.50 per 50 or part thereof)	£75.00		£75.00
			£2,639.48
Count Staff			
Deputy Returning Officer			
██████████	£100.00		
Count Manager			
██████████	£58.10		

Count Assistants

██████████	£30.00
██████████	£30.00
██████████	£30.00
██████████	£30.00
██████████	£30.00
██████████	£30.00

£338.10**Administration & Other Costs**

Administration Fee (for preparation)	£50.00
Administration Fee (once contested)	£50.00
Delivery Costs (BBH)	£105.00

£205.00

£205.00**Grand Total^v****£11,455.28^{vi}**

ⁱ One presiding officer and one poll clerk assigned to each polling station. Two buildings, 4 polling stations. No polling station should have more than 2,250 electors assigned to it. Total 7984 electorate.

ⁱⁱ A5 printed card, majority of cost being posted to every electorate.

ⁱⁱⁱ Inc in packs 3 envelopes, statement and ballot paper.

^{iv} Total postal votes in comparison to turnout of 1039 (13%)

^v Total cost for by-election met by the Town Council. 2 May 2024 election costs to be split, with 1/3 of costs payable by the Town Council or ¼ if a general election.

^{vi} Total cost equates to £11.03 per (vote) ballot paper

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024



Agenda Item: TC 23/274

Paper: G

Subject:	Street Furniture Policy
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	For members to review and approve updated street furniture policy.
Background:	<p>The street furniture policy was last approved and adopted on 5 October 2021. The policy should be reviewed annually to ensure it is fit for purpose and applicable charges are reviewed.</p> <p>Following recent vandalism of two memorial benches located on Town Council sites, it was agreed to consider a more robust style bench.</p> <p>At the Full Council meeting held on 23 January 2024, it was resolved to update in the Street Furniture Policy with the agreed style bench.</p>
Key Points:	<p>The street furniture policy has been updated as follows:</p> <ul style="list-style-type: none"> • 3.2 - Charge payable to site a memorial bench reflects the cost of memorial bench, plaque if applicable, its installation and maintenance for the first year. • 3.3 & 3.4 – Council to take responsibility of the ongoing maintenance of the bench after the first year. • Additional detail relating to Council owned street furniture and locations. • Choice of benches in keeping with the location in which they would be sited.
Implications:	<p>Failure to have correct and up to date policies leaves the Council open to challenge and risks the Council acting illegally.</p> <p>Clear policies enable the Council to justify its decision making and, where there is financial impact, clarity is provided from the outset.</p>
Recommendation:	To APPROVE updated street furniture policy.



CORFE MULLEN TOWN COUNCIL

Street Furniture Policy

1. Introduction

- 1.1. Street furniture can facilitate or encourage positive activity within the streetscape, such as seating or cycle stands. It can also be introduced e.g., guardrails and bollards, to prevent behaviour from occurring. As a rule, only essential street furniture shall be introduced into the streetscape.
- 1.2. Where an item of street furniture is used to prevent behaviour e.g., a bollard to stop vehicles from damaging a footpath, consideration should be given as to whether it can be fixed in a different way.
- 1.3. If new street furniture is necessary, consideration as to whether it can fulfil a dual function e.g., a bin could be located to also prevent vehicles from damaging a pavement so that a separate bollard is not required.
- 1.4. Wherever possible, removal of redundant items of street furniture will be carried out whilst undertaking a project in a specific area. Consideration should be given as to whether new items of street furniture be combined with existing street furniture to minimise additional clutter. This also applies to utility junction boxes.

2. Guidance

- 2.1. To ensure consistent quality and character the choice of street furniture for Corfe Mullen Town Council ('the Council') should reflect an agreed character type for the village, must be appropriate to the context and identity of its location, and the item must be agreed by the Council.
- 2.2. Ensure all new items of street furniture are recorded on the Council's Asset Register.
- 2.3. There should always be consideration for future maintenance implications of street furniture. All street furniture should be guaranteed to an industry standard of at least 5 years.
- 2.4. Damaged street furniture should be repaired, replaced or removed at the earliest opportunity and replaced with like for like where the Council agrees it is appropriate, and funding is allocated within the financial year budget.

3. Memorial Benches

- 3.1. Applications from individuals or organisations for the installation of memorial benches will be considered by the Council on a case-by-case basis. Benches will be of the designs specified in Appendix B and in accordance with the location it will be placed in.
- 3.2. A charge will be payable to cover the cost of the memorial bench, plaque if applicable, its installation and maintenance for the first year. The current charges are as follows, which are reviewed annually.

	Bench A	Bench B
New seat in new location	£2,000	£1,000

- 3.3. At the end of the first year, the Council will take on responsibility for the ongoing maintenance of the memorial bench. At its end of life or sooner as a result of health & safety concerns, the memorial bench will be removed and disposed of. Council to liaise with the applicant, where possible to agree whether to replace, with a like for like bench.

- 3.4. Memorial benches are emotive; therefore, consideration should be given to the applicant and their family of the bench when agreeing whether to remove from a location.
- 3.5. The Council will also consider requests to provide memorial benches at its own cost if there is clear community wide support for this.
- 3.6. The Council may also consider commemorative benches to be placed on its sites.
- 3.7. The placing of a memorial bench must be agreed by the Council and only benches as specified in Appendix B, with exception of commemorative benches to be installed as per Appendix A.

4. Picnic Tables

- 4.1. The Council provides three picnic tables within the Recreation Ground play area, all of which are made from recycled plastic.
- 4.2. The Council will consider requests for additional picnic tables to be installed on the same basis on its sites on a case-by-case basis where a clear need is demonstrated as part of any request.

5. General Waste, Recycling and Dog Waste Bins

- 5.1. The Council provides general waste bins on all its sites. In addition, it provides dog waste bins at the Recreation Ground.
- 5.2. Dog waste bins at Springdale Road Open Space and one dog bin and general waste bin at Towers Way Open Space are provided by Dorset Council.
- 5.3. To promote recycling, the Council will, when replacing general waste bins in the future, install dual-purpose bins where one part takes general waste, and the other part recyclable items.
- 5.4. The Council will consider whether to support requests made to Dorset Council Highways to provide additional general waste, dog bins or make representations where it agrees a removed bin should be reinstated.

6. Pedestrian Guard Rails, Cycle Stands, Safety Barriers and Bollards

- 6.1. The Council will consider requests for any such measures to be installed on its sites on a case-by-case basis where a clear need is demonstrated as part of any request.
- 6.2. Safety barriers on the footpath adjacent to Henbury View play area on Hillside Road to be installed by the Council during the 2024/25 financial year.

7. Signage

- 7.1. The Council has signage across all its sites to confirm ownership of land, the Byelaws, emergency contact information, health & safety of play areas and skate park, to name but a few.
- 7.2. Signs relating to Public Spaces Protection Orders are the responsibility of Dorset Council as the unitary and enforcement authority.

7.3. The Council will consider requests for additional signage to be installed across its sites on a case-by-case basis where a clear need is demonstrated as part of any request.

8. Street Lighting

8.1. The Council maintains street lighting on Pine Road, Wayman Road and Towers Way outside the Village Hall and Council office along with car park lighting at the Recreation Ground.

8.2. The Council will consider requests for any such measures to be installed on its sites on a case-by-case basis where a clear need is demonstrated as part of any request.

8.3. Any new lighting should be LED.

9. Disabled Parking Bays

9.1. There are two disabled parking bays at the Recreation Ground car park, one outside the Scout & Guide huts and the other by the play area.

9.2. The Council will consider requests for any such measures to be installed on its sites on a case-by-case basis where a clear need is demonstrated as part of any request.

10. Seating Planters

10.1. Requests for the Council to install seating planters will not be supported.

11. Grit Bins

11.1. The Council does not provide community grit bins in the Village. Community grit bins are replenished by Dorset Council Highways at the start of each winter free of charge.

11.2. Strategic grit bins owned by the Town Council are provided at the following locations and are replenished as part of Dorset Council's winter programme:

- One at Towers Way Public Car Park at the rear of the library
- Two on Hanham Road
- One on Highmoor Close, located in the cul-de-sac turning circle green space
- Two on Hillside Road at the junction with Wyatts Lane

11.3. Dorset Council as the Highways Authority are responsible for maintaining the highways, including any winter treatments it sees fit. Requests for siting of grit bin(s) and determining whether it's a community or strategic grit bin(s), are made by Dorset Council Highways.

12. Bus Shelters

12.1. The Council is currently responsible for three bus shelters, one at Windgreen, one near the Lambs Green Inn on Wimborne Road and one on Wareham Road by the junction with Corfe View Road. Requests for additional bus shelters will be assessed on a case-by-case basis.

12.2. Should any requests be supported, the installation of a bus shelter would be subject to consultation by, and permission from, Dorset Council Highways. It is important to remember, not all bus stops are suitable for bus shelters, due to width restrictions or visibility issues.

12.3. Any new bus shelters should be consistent with those already in place and have the ability to be future proofed for digital timetables.

12.4. Living green roof bus shelters to be considered on a case-by-case basis dependant on the location.

13. Review

13.1. This Street Furniture Policy was presented to the Full Council, for approval and adoption on XX March 2024, minute no. TC 23/XXX.

13.2. Future reviews will be carried out annually, when new street furniture is installed or when any changes are made to related legislation, whichever is sooner.

14. References

14.1. None.

DRAFT

APPENDIX A

Town Council sites		
SITE	LOCATION	BENCH
Recreation Ground (whole site)	Off Badbury View Road, Corfe Mullen, Wimborne, Dorset, BH21 3HU	B
Old Cemetery – includes Chapel, War Memorial and War Graves	Off Newtown Lane, Corfe Mullen, Wimborne, Dorset, BH21 3EY	
New Cemetery	Off Newtown Lane, Corfe Mullen, Wimborne, Dorset, BH21 3EY	B
Allotments	Broadmoor Road, Corfe Mullen, Wimborne, Dorset, BH21 3RA	
Springdale Public Open Space (Managed from the area adjacent to Springdale Road up to Corfe Lodge Road)	Springdale Road, Corfe Mullen, Wimborne, Dorset, BH21 3JT	
Henbury View Play Area	Hillside Road (adjacent to Henbury View First School, Corfe Mullen, Wimborne, Dorset, BH21 3TR	B
Towers Way Play Area and Open Space	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA	B
Outside Village Hall and Council Offices	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA	A

 Denotes memorial benches not suitable in these locations.

APPENDIX B

Bench A - 3-seater Stanford™ seat (traditionally styled with 100% recycled cast aluminium ends and recycled material slats).



Bench B – 3-seater oak sleepers seat





CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/275

Paper: H

Subject:	Community Engagement Statement
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	For members to review and approve updated Community Engagement Statement.
Background:	The community engagement statement of intent aims and objectives was last approved and adopted by the Council on 5 October 2021. The document should be reviewed bi-annually to ensure it is fit for purpose.
Key Points:	<p>A Community Engagement Statement is considered ‘Best Practice’ for Town and Parish Councils.</p> <p>The purpose of the statement is to provide a clear understanding to the public as to how they can engage with the Council, whilst also providing clarity on what the Council does to engage with its community.</p> <p>Note – Councillor drop in sessions: On advice from the Dorset Council monitoring officer, there is nothing either in law or in the code of conduct that requires a councillor to follow a particular approach agreed with other councillors in how they engage with members of the public. If, however, the Council makes decisions on matters such as spending Council funds or matters of that nature then these are decisions of the Council, that are binding on all councillors. The Council as the corporate body does not have any legal basis to prevent one or more councillors from engaging with members of the public either by social media or at drop-in sessions.</p> <p>The guidelines for holding drop-in sessions are as follows:</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. • Town Council ID should be worn. • Awareness of the Town Council and councillors remit, including where to signpost any queries raised by members of the public. • Councillors are representing the Town Council as the corporate body 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 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.

Implications:	<p>Failure to have correct and up to date policies leaves the Council open to challenge and risks the Council acting illegally.</p> <p>Clear policies enable the Council to justify its decision making and, where there is financial impact, clarity is provided from the outset.</p>
Recommendation:	<p>To APPROVE Community Engagement Statement.</p>



CORFE MULLEN TOWN COUNCIL

Community Engagement Statement

1. Introduction

- 1.1. Corfe Mullen Town Council ('the Council') aims to ensure it uses a wide range of approaches to public consultation and community engagement, it actively encourages residents to inform its decision-making process and input into decisions which affect their day to day lives in the parish.
- 1.2. The Council is committed to creating and maintaining effective working relationships with all sectors in the community.
- 1.3. The Council recognises there are different levels of engagement and will endeavour to involve the community in the following ways:
 - Inform people about its work and the services it provides
 - Consult with and seek out the views of the community
 - Encourage community participation in local government
 - Collaborate with individuals, community groups and organisations where appropriate, to achieve agreed aims for the benefit of the parish
 - Build up effective working relationships within the community and encourage a sense of ownership of assets, infrastructure and new projects.

2. The Community

- 2.1. The Council seeks to engage with all sections of the community regardless of age, ability, gender, ethnicity, faith or sexual orientation.

Parishioners who may be particularly hard to reach such as the young, disenfranchised, disaffected, elderly, local business community, many clubs, organisations and societies which are active in the parish, its partners such as Dorset Council as the unitary authority, local neighbourhood policing team and places of worship.

- 2.2. The Council is also committed to engaging with any persons who appear to have an interest in matters relating to the economic, social and environmental well-being of the parish.

3. Provision of Information to the Community and Opportunities for Community Involvement

- 3.1. The Council recognises that members of the community may wish to engage at different levels and in a variety of ways, from the occasional email or letter with a suggestion on how a service could be improved, to attendance at meetings etc.
- 3.2. The Council will therefore use many ways to actively seek the views of its parishioners and involve them in its work.
- 3.3. **Publications:** communicate with parishioners through the chairman's article in the monthly link magazine and send at least one newsletter to all households yearly.
- 3.4. **Website:** a community resource which publishes information about the parish, the

Council, and the many organisations which flourish in Corfe Mullen. All Council meetings agendas and minutes, along with other documents, including the annual accounts, assets and policies are available on the website for parishioners' information.

Parishioners are invited to contact the Council via its website, or email office@corfemullen-tc.gov.uk. The Council is committed to developing and improving its website and will actively encourage parishioners to use its website to obtain information as a means of improving communication.

- 3.5. **Social Media:** the Council's Facebook page will act as a community noticeboard 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.
- 3.6. **Direct Access:** notice boards are used to display agendas and information promoting other important events e.g. notices relating to the annual audit of accounts, casual vacancies, elections and forthcoming meetings etc.

Notice boards are located outside the Council Office on Towers Way, on the Sports Pavilion at the Recreation Ground, outside Hillview Post Office and on the Roman Road adjacent to The Close.

- 3.7. **Co-option:** the Council encourages the involvement of the community in its work through co-option. The Council is empowered to co-opt interested members of the community onto working parties.
- 3.8. **Annual Parish Meeting:** a meeting of local government electors of the parish. It is not a meeting of the Council. Anyone may attend but only registered electors of Corfe Mullen may vote. The Mayor and Chairman of the Council will present the Town Councils Annual Report detailing the work of the Council.
- 3.9. **Meetings:** agendas of all Council meetings are published on the notice boards and on the website. Parishioners are encouraged to attend Council meetings, where time is set aside for public participation for raising items in relation to the agenda. Parishioners are also actively encouraged to attend the Annual Parish Meeting, as above.
- 3.10. **Surveys:** undertake surveys and other related forms of information gathering from time to time to ascertain the community's views on a particular issue.
- 3.11. **Specific Projects:** from time-to-time the Council will undertake specific projects for the benefit of the community. The normal method for undertaking these is via a working party set up under a standing committee. Co-option as noted above is used to ensure the community is fully represented and involved in these projects.

4. Opportunities for Formal Representations to the Council

- 4.1. Representations to the Council will normally be considered at the next meeting of the relevant standing committee. If, however, they require the provision of information only, then the clerk will provide it in accordance with the council's publication scheme.

4.2. The Council has a Code of Practice for handling complaints, which is reviewed annually, available from the Council Office and is also published on its website. The publication of agendas on the Town Council's notice boards and website gives parishioners the opportunity to make representation to the Council before agenda items are discussed. All formal representations received are responded to in writing.

5. Involvement in Partnerships

5.1. The Council is committed to partnership working where it will be of benefit to the parish, or to fulfil its statutory requirements.

6. Role of Council Members and Officers in Consultation and Community Engagement

6.1. Elected members are powerful advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process.

6.2. Councillors are very accessible:

- Their contact details are published on the website, displayed in the Council office and occasionally in the newsletter.
- They are available to talk to parishioners during the public session prior to each Council meeting and at the Annual Parish Meeting.
- In a private capacity, they belong to many other local clubs, societies and organisations, where they may promote the work of the Council and be available to parishioners.
- Facilitate drop-in sessions within the community to listen to any suggestions or concerns raised by parishioners.

7. Review

7.1. The Community Engagement Statement was presented to the Full Council, for approval and adoption on XX March 2024, minute no. TC 23/XXX.

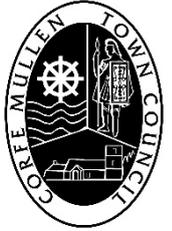
7.2. Future reviews will be carried out bi-annually or when any changes are made to related legislation, whichever is sooner.

8. References

- 8.1. Councillors Code of Conduct
- 8.2. Civility & Respect Pledge
- 8.3. Electronic Communications Policy
- 8.4. Council's Equality & Diversity Policy
- 8.5. National Association of Local Councils (NALC)

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024



Agenda Item: TC 23/276

Paper: I

Subject:	Electronic Communications Policy
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To reconsider and approve the updated Electronic Communications Policy.
Background:	At the Full Council meeting held on 27 February 2024, it was resolved for the Clerk to review and update the electronic communications policy following feedback received from Cllr Hardy.
Key Points:	The draft electronic communications policy V2 shown in Appendix 1 provides the standards of conduct for Councillors and employees of the Town Council when using any form of electronic communications.
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:	To recommend APPROVAL of updated Electronic Communications policy and agree to set up a Town Council Facebook page for outgoing communications only.



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. Training

- 3.1. All councillors and employees are expected to carry out any relevant training provided by Dorset Association of Local Parish & Town Councils (DAPTC) and/or National Association of Local Councils (NALC) in order to meet their obligation of this policy.

4. Standards for Conduct

- 4.1. Online content should be accurate, objective, balanced and informative.
- 4.2. 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
- 4.3. Misuse of content contrary to this and other policies could result in disciplinary action being taken using the Council's prescribed policies.
- 4.4. 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.
- 4.5. 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.

4.6. 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.

4.7. 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.

4.8. Consideration should be given to the privacy settings on a personal account of both councillors and employees.

4.9. The Council is non-political, therefore, personal political views or those of any political party should not be shared on an individual councillor page or email.

4.10. Whilst the personal 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, their roles, colleagues, or partner organisations of the Council. 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

4.11. do not make unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments about the Council, its councillors or employees, or members of the public as disciplinary action may be taken using the Council's prescribed policies.

4.12. 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

4.13. 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

4.14. Should members of the public wish to raise any questions or queries to the Council, they are encouraged to use the 'Contact Us' page on its website as the official way to contact the Council.

4.15. Should councillors receive communications from members of the public direct to their councillor email accounts relating to Council services and amenities, emails should be forwarded to the clerk to respond on behalf of the Council.

4.16. 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

4.17. 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.

5. Council Website

5.1. 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.

5.2. 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.

6. Council Email

6.1. 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 as possible. An 'out of office' message should be used when appropriate.

6.2. 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.

6.3. 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.

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

7. Council Facebook Page

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

7.2. 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.

7.3. 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.

7.4. 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.

7.5. 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.

8. SMS and Messaging Apps

8.1. Councillors and employees may use SMS (texting) and messaging apps using the internet to send messages, images, audio or video as a convenient way to communicate at times. This policy also applies to such messages on Council or personal devices.

9. Video Conferencing

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

10. Internal communication and access to information within the Council

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

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

11.1. 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.

11.2. 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.

12. Review

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

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

13. References

13.1. Council's Data Protection Policy, Data Protection Act 2018 – <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>

- 13.2. UK General Data Protection Regulation (GDPR) -
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>
- 13.3. Employee Handbook inc the Council's Disciplinary Procedure
- 13.4. Councillors Code of Conduct
- 13.5. Council's Equality & Diversity Policy
- 13.6. Council's Civility & Respect Pledge
- 13.7. National Association of Local Councils (NALC)

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CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 March 2024

Agenda Item: TC 23/277

Paper: J

Subject:	Appointment of Two Assistant Grounds Persons
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	To Note the appointment of two Assistant Grounds Persons following resignation and retirement of two part time Assistant Grounds Persons.
Background:	Due to the resignation of one part time grounds person on 31 January 2024 and impending retirement of the other part time grounds person at the end of March 2024, two posts for one part time (22 hours) and one full time (37 hours) Assistant Grounds Persons were advertised, with interviews carried out 29 February 2024 by Cllr Phil Purvis, Chair of Staffing Committee, the Clerk and Deputy Clerk. Of the 37 applications received, 10 candidates were selected for interview, with 8 candidates attending their interview. The interview panel selected two successful candidates.
Key Points:	<p>The two new Assistant Grounds Persons joined the Council on 18 March 2024 on SCP 10, £25,545 per annum, Full Time Equivalent (FTE). One Full time person working 37 hours per week and part time person working 22 hours per week Monday-Wednesday.</p> <p>As part of the roles, both new team members will be required to carry out the following training:</p> <p>One Day RPII Routine Inspectors Course (playground inspections)</p> <ul style="list-style-type: none"> • Training and Examiners Fee • RPII Routine Examination <p>TOTAL: £420+VAT each</p> <p>The course programme consists of a presentation and questions and then on-site practical training and on-site examination.</p> <p>PA1 – Safe Handling & Application of Pesticides and PA6 – Safe Use of Handheld Applicators (Weed spraying)</p> <ul style="list-style-type: none"> • Two days – one classroom and one practical training • PA1 & PA6 Examination <p>TOTAL: £520+VAT each</p> <p>Trailer Competency Training</p> <ul style="list-style-type: none"> • Half day training • Fee already paid in advance in November 2023 (Two team members did not attend due to resignation/retirement) • Full time team member has a full HGV licence, so will not attend training
Implications:	<p>Council should note the appointment and subsequent training requirements for budget purposes.</p> <p>Health & Safety of Town Council play areas and the need to have trained staff to carry out inspections of the play equipment.</p>

	Weed spraying across Town Council sites cannot be undertaken unless team members are trained and licensed to do so.
Recommendation:	<p>To NOTE appointment of one part time Assistant Grounds Person (22 hours) and one full time Assistant Grounds Person (37 hours) commencing on 18 March 2024 on SCP 10, £25,545 per annum pro-rata FTE.</p> <p>To APPROVE RPII Routine Inspectors Course and PA1 – Safe Handling & Application of Pesticides and PA6 – Safe Use of Handheld Applicators training and qualification for both new team members at a total cost of £1880+VAT.</p>