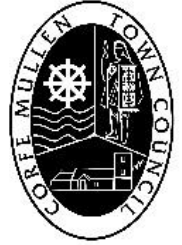


CORFE MULLEN TOWN COUNCIL  
Towers Way, Corfe Mullen, Wimborne  
Dorset, BH21 3UA  
01202 698600  
office@corfemullen-tc.gov.uk



### **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 23 April 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**  
**17 April 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 23/287 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 23/288 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 23/289 Paper A – To Approve minutes of the Full Council meeting held on 26 March 2024 –** LGA 1972, sch 12, para 41
- TC 23/290 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 23/291 Paper C – To Approve Bank Reconciliation for March 2024**

- TC 23/292 Paper D – To Note the already Approved minutes of Committees:**
- Community Services – 13 February 2024
  - Planning Committee – 12 March 2024
  - Planning Committee – 26 March 2024
- TC 23/293 Paper E - To Consider and Approve Recommendations from the Community Services Committee**
- TC 23/294 Paper F – To Note Elections Update and Approve Co-option Policy**
- TC 23/295 Paper G – To Consider Request to hold an Event at Corfe Mullen Recreation Ground**
- TC 23/296 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 23/297 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 23/298 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 23/299 Verbal – To Note Clerk’s Update**
- TC 23/300 Verbal – To Note Mayor’s Report**
- TC 23/301 Verbal - To Note Dorset Councillor Report**
- TC 23/302 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>
- TC 23/303 To Agree a date and time for the next meeting –** The Annual Town Council meeting will be held on Tuesday 14 May 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.
- TC 23/304 To Resolve to exclude members of the press and public –** to agree that agenda item TC 23/305 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.
- TC 23/305 Paper H – To Note Staffing Update**
- TC 23/306 Close of meeting**

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<sup>1</sup> 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 26 March 2024 at 19:03 in the Small Hall of the Village Hall**

**Present:**                   **Councillors**  
D Sowry-House (Chair)  
A Craven  
S Florek  
L Hardy  
A Holland  
P Holland  
B Honeyman  
S Jefferies  
J Lortie  
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 was one member of the public present, Dorset Ward Councillor Mike Barron.

The Chair welcomed Cllr Barron to the meeting and invited him to present the Dorset Councillor report in the first instance.

**TC 23/283    Verbal - To Note Dorset Councillor Report**

Cllr Barron provided an update on who of the current Corfe Mullen Ward Councillors were standing in the forthcoming Dorset Council elections on 2 May 2024.

Cllr Barron noted a notification of appeal for planning application P/FUL/2023/00671 - Badgers Green, Waterloo Road, Corfe Mullen.

Cllr Neil noted the Dorset Councillor report received from Cllr Harrison at the meeting held on 27 February 2024, had little information relating to the support given to Corfe Mullen residents, particularly relating to tree works. Cllr Barron agreed to follow up with Cllr Harrison and report back at the next meeting.

The Dorset Councillor report was **NOTED**.

*The Chair thanked Cllr Barron for his representation and opened the meeting. Cllr Barron left the meeting.*

**TC 23/266    To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Everett who had a prior commitment and Cllr Mattocks who was unwell.

**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)

Cllr Craven declared a non-pecuniary interest relating to agenda item TC23/272 – purchasing of bus shelters, due to a family members request for a new bus shelter at Windgreen on Wareham Road.

**TC 23/268 Paper A – To Approve minutes of the Full Council meeting held on 27 February 2024 – LGA 1972, sch 12, para 41**

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 27 February 2024.

**TC 23/269 Paper B – To Approve Accounts for Payment**

Cllr Craven raised the following query:

- Line 890: the electricity charges for the Grounds Unit invoiced by the Scouts appeared very high. The Clerk agreed to follow up with the Treasurer of the 2nd Corfe Mullen Scouts Group.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £71,838.98.

**TC 23/270 Paper C – To Approve Bank Reconciliation for February 2024**

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

The already approved minutes of committee meetings were **NOTED**.

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

**a) To approve – Upgrade to Council Office IT Technology**

The Clerk presented the report, noting the importance of all Council data being stored securely, backed up and accessible when working remotely. Members discussed the pros and cons of moving to cloud based and Sharepoint.

Cllr Craven proposed option 1, at a fixed cost of £3499.97+VAT, with an ongoing monthly cost of £64.57+VAT per month. Cllr Lortie seconded the proposal. Of the 12 members present, 11 voted in favour with one abstention.

It was **RESOLVED** to **APPROVE** option 1, PCs Made Simple, at a total fixed cost of £3499.97+VAT to update hardware and move all Council data onto Sharepoint with a monthly fee of £64.57+VAT for relevant software subscriptions.

**b) To approve – Purchasing of Bus Shelters**

The Deputy Clerk presented the report, noting Dorset Council Highways and Tree Officer had raised concerns with the proposal to site a bus shelter on Wareham Road, opposite Towers Way Co-op, due to the adjacent mature oak tree and visibility issues to neighbouring properties.

Members discussed the proposed bus shelters for locations on Wareham Road near Windgreen Roundabout. Members felt both shelters should match, with a preference for a cantilever type shelter at both locations.

It was **RESOLVED** to contact Dorset Council Highways to ascertain whether a cantilever shelter could be sited both northbound and southbound at Windgreen Roundabout on Wareham Road

**c) To approve – Ground Maintenance of Sports Pitches and Grass Cutting across Town Council sites**

Members noted the positive feedback from users of the sports pitches, along with the financial savings to the Council, since contracting out grounds maintenance.

It was **RESOLVED** To **APPROVE** the continuation of contractor BCP Council for Ground Maintenance of Sports Pitches and Grass Cutting across Town Council sites for the year 1 April 2024 to 31 March 2025 at a predicted expenditure of £24,898.50+VAT.

**d) To approve - Quotations to update streetlighting to LED**

The Clerk presented the report, noting quote 1 to supply and install LED lantern and photocell should read 2 columns on Pine Road and 1 column on Wayground Road.

It was **RESOLVED** to **APPROVE** a phased approach to updating the streetlighting to LED over the next two financial years 2024/25 and 2025/26, to be communicated to the residents in the locations as follows:

**2024/25 Financial Year:**

- To supply and install LED lantern and photocell to 2 columns on Pine Road and 1 on Wayground Road at a total cost £1893+VAT
- To supply and install LED lantern and photocell to 2 columns at the Recreation Ground at a total cost £946.50+VAT

**2025/26 Financial Year:**

- 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. Updated quotation to be obtained ahead of 2025/26 budget setting.

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

The Clerk presented the report, noting the unbudgeted overspend of £10,955.28 in the 2023/24 financial year. Members noted their disappointment that Dorset Council Electoral Services were unable to provide a more accurate costing ahead of the by-election and the transparency and visibility of the costs to electorates when advocating for an election, which was their democratic right.

It was **RESOLVED** to feed back to Dorset Council Electoral Services the lack of transparency in the costs to the Town Council associated with holding a by-election.

The update was **NOTED**.

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

The Clerk presented the report, noting the Street Furniture Policy had been updated to reflect the new oak sleeper style memorial bench recently installed at the new cemetery

in memory of the four local boys who tragically died in a car crash in 1996. The families of the boys had thanked the Town Council for their support in replacing the vandalised memorial bench.

Members felt the policy should be future proofed to include electric charging points.

It was **RESOLVED** to **APPROVE** the Street Furniture Policy with the following updates:

- 6.2: update to read 'For example, 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'.
- 8.2: update to read 'The Council will consider requests for any such measures to be installed on its sites on a case-by-case basis where a clear community need is demonstrated as part of any request'.
- Include Electric Charging Points after No. 9 – Disabled Parking Bays.

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

The Clerk presented the report, noting the guidance for Councillor drop-in sessions on the report cover sheet. Cllr Hardy queried if it was necessary for two Councillors to be present whilst carrying out community engagements. The Clerk reiterated the Council's duty of care to all Councillors in terms of personal safety, along with experience and mutual support.

It was **RESOLVED** to **APPROVE** the Community Engagement Statement to include the Councillor drop in sessions guidance.

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

It was **RESOLVED** to **APPROVE** the updated Electronic Communications Policy.

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

The Clerk presented the report, noting the two newly appointed Assistant Grounds Persons joined the Council on 18 March 2024 and were fitting in well with the team. Members welcomed them to the Town Council.

It was **RESOLVED** to retrospectively **APPROVE** the 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 FTE pro rata.

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

- One Day RPII Routine Inspectors training and qualification for both team members at a total cost of £840+VAT.
- RPII Routine Inspectors Course and PA1 – Safe Handling & Application of Pesticides and PA6 – Safe Use of Handheld Applicators training and qualification for both team members at a total cost of £1040+VAT.

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

The Clerk reported there had been no further vandalism or anti-social behaviour experienced since the previous meeting, noting one public toilet was currently closed, with a contractor due on 27 March 2024. It was anticipated the toilets would reopen the following day.

RADAR locking systems for both public toilets was discussed, with a quotation to be presented at the next Community Services Committee meeting scheduled on 9 April 2024.

The update was **NOTED**.

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

Cllr Hardy and Cllr Jefferies attended the Dorset Association of Parish & Town Councils (DAPTC) Councillor Training/Networking Event held on 7 March 2024 at Kingston Maurward.

A report was circulated to members ahead of the meeting, with updates provided as follows:

- Armed Forces Covenant
- Dorset Local Plan
- Local Transport Plan (LTP)
- Devolution deal for Dorset
- NHS Integrated team
- Dorset National Park
- Local Dorset Nature Recovery Strategy

Cllr Jefferies noted the recently introduced legislation under schedule 12 of the Environmental Act 2021 relating to 'Pre-emptive Site Clearance' i.e. clearing of a development site before applying for planning permission. The new process allows for retrospective conditions/enforcement to be implemented.

Cllr Jefferies shared some information relating to community resilience. Cllr Stennett agreed to review and report back at a future meeting.

The update was **NOTED**.

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

Cllr Neil noted the response from the Dorset Council Tree Officer relating to tree works at the rear of a property on Wareham Road.

Discussion took place relating to accessibility of the Tree Preservation Order (TPO) data held by Dorset Council and the use of Parish Online to create the Town Councils own TPO database.

The update was **NOTED**.

**TC 23/281 Verbal – To Note Clerk's Update**

The Clerk provided an update as follows:

- The static CCTV camera at the Recreation Ground cannot be installed due to ownership of streetlighting for the power supply.
- Liasing with St Nicholas Church to include Town Council information in the new residents welcome packs.
- Cllr Harrison confirmed fundraising would continue for the ongoing maintenance costs of the proposed defibrillator at Hillview, should the Town Council wish to support.
- No Chairmans article in the April and May 2024 Link Magazine due to the pre-election period.

- Due to the limited time available, the drop in event for prospective Councillors scheduled on 5 March 2024 did not go ahead.
- Keyholder vacancy for the Village Hall.
- Utility Gator for the Grounds Team had been delivered and working well, particularly at the Recreation Ground.
- Dorset Council confirmed the nominations for Assets of Community Value (ACV) for the Lambs Green Inn and the Dorset Soldier public house had been accepted and added to the list on Dorset Councils website. The nominations for the Pound, county field and Corfe Mullen Library to be progressed.

The update was **NOTED**.

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

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

The Mayor provided an update on events he had attended as follows:

- Sherborne Civic Day
- Met with Headteacher of Corfe Hills School
- Meeting of Corfe Mullen Women's Institute
- Met with Sergeant Payne to discuss crime with the community
- Corfe Mullen Annual Parish Meeting
- Met with founder of BCP Alliance for Children and Schools relating to the safety valve
- Corfe Mullen Beaver Scouts hike
- Mysteria Concert at St Huberts Church

The update was **NOTED**.

**TC 23/284 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**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 at 21:03**

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

<sup>1</sup> 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: 23 April 2024



Agenda Item: TC 23/290

Paper: B

<b>Subject:</b>	Accounts for Payment
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled on the attached PDF.
<b>Key Points:</b>	<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>
<b>Recommendation:</b>	To APPROVE Accounts for Payment totalling £23,344.83.

Accounts for Payment - 23 April 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Notes
93	24.04.2024	£2,063.98	IT & Software	PCs Made Simple	IB	50% deposit for replacement office hardware
92	24.04.2024	£89.00	Printing	The Minster Press	IB	Order of Service for Civic Event
91	24.04.2024	£11.39	Mobile Costs	EE	DD	Grounds Monthly Mobile Charge
90	24.04.2024	£82.00	Consumables	Corfe Mullen Parochial Church Council	IB	Refreshments fpr Civic Event
89	06.05.2024	£187.72	Electricity Usage	British Gas	DD	Pavilion Monthly Charge
87	24.04.2024	£144.00	Fire Safety	Unique Fire & Security Ltd.	IB	Annual Maintenance Office CCTV & Alarm
86	24.04.2024	£16.47	Health & Safety	Trade UK (Screwfix)	IB	Sharpes boxes across sites
85	03.05.2024	£266.19	Gas Usage	British Gas	DD	Pavilion Monthly Charge
84	24.04.2024	£74.23	Uniform	Arco Ltd.	IB	All weather jacket for grounds team
83	24.04.2024	£35.22	CMYT Items	Corfe Mullen Youth Trust	IB	To be reimbursed
82	24.04.2024	£10.16	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
81	24.04.2024	£7.49	Stationery	Amazon Payments UK Ltd.	IB	Certificate paper for Civic Awards
79	25.04.2024	£3,872.94	Pension Contributions	DCPF	IB	Apr-24
78	25.04.2024	£1,665.80	PAYE	HMRC	IB	Apr-24
77	25.04.2024	£1,863.98	NIC	HMRC	IB	Apr-24
76	25.04.2024	£10,624.41	Salaries	Central Computer Management Ltd	BACs	Apr-24
75	24.04.2024	£72.00	Maintenance	Unique Fire & Security Ltd.	IB	Annual Maintenance Rec CCTV
74	24.04.2024	£118.98	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
73	17.04.2024	£37.86	Lanyards & Badges	Badgemaster Limited	Card	Badges New Councillors
72	17.04.2024	£3.99	Water Usage	Waterplus	DD	Cemetery (Estimated)
71	17.04.2024	£10.51	Water Usage	Waterplus	DD	Pavilion (Estimated)
70	17.04.2024	£10.84	Water Usage	Waterplus	DD	Pavilion (Estimated)
69	17.04.2024	£51.83	Water Usage	Waterplus	DD	Allotments (Estimated)
68	17.04.2024	£22.88	Water Usage	Waterplus	DD	Office/VH (Estimated)

Accounts for Payment - 23 April 2024

Voucher					Payment	
No	Date	Total	Description	Supplier	Ref	Notes
67	22.04.2024	£81.96	Fuel	UK Fuels Limited	IB	Truck
66	24.04.2024	£14.99	PPE	Trade UK (Screwfix)	IB	Wellies for Grounds Team
65	24.04.2024	£64.44	Signs	Think Signs Ltd.	IB	Henbury View Play Area Replacement sign
64	24.04.2024	£337.54	Health & Safety	PTS Compliance Limited	IB	PAT Testing all sites
63	24.04.2024	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	IB	
62	24.04.2024	£100.00	Annual Subscription	Institute of Cemetery & Cremation Management	IB	
61	24.04.2024	£51.80	CMYT Items	Corfe Mullen Youth Trust	IB	To be reimbursed
60	24.04.2024	£163.56	Photocopying	Deos Group.co.uk Limited	IB	4 months photocopying costs
59	24.04.2024	£28.00	Room Hire	Corfe Mullen Village Hall	IB	Staffing Committee
58	24.04.2024	£111.00	Room Hire	Corfe Mullen Village Hall	IB	April 2024 Council Meetings
57	24.04.2024	£393.19	Phone Lines & Broadband	British Telecom plc	DD	Quarterly costs for Office and Grounds Unit
56	29.04.2024	£223.38	Utilities	British Gas	DD	Office Electric
55	24.04.2024	£187.25	Uniform	Arco Ltd.	IB	Grounds Team various
54	24.04.2024	£26.54	Uniform	Arco Ltd.	IB	Hi-vis for Grounds Team
53	24.04.2024	£5.99	Materials & Supplies	Amazon Payments UK Ltd.	IB	Scourers for office
52	24.04.2024	£13.90	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
51	24.04.2024	£7.45	PPE	Amazon Payments UK Ltd.	IB	Protective suite for Pesticides training
50	24.04.2024	£23.79	Materials & Supplies	Amazon Payments UK Ltd.	IB	A4 paper for Office
49	24.04.2024	£73.76	Materials & Supplies	Amazon Payments UK Ltd.	IB	Replacement padlocks for tennis courts and Shears

Accounts for Payment - 23 April 2024

Voucher						
No	Date	Total	Description	Supplier	Payment Ref	Notes
48	24.04.2024	£20.76	Materials & Supplies	Amazon Payments UK Ltd.	IB	Lawn edger
47	24.04.2024	£5.35	Materials & Supplies	Amazon Payments UK Ltd.	IB	Fly spray for office
45	16.04.2024	£16.87	Lanyards & Badges	We Print Gifts Limited	Card	Lanyards for new councillors
<b>TOTAL:</b>		<b>£23,344.83</b>				



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 April 2024

Agenda Item: TC 23/291

Paper: C

<b>Subject:</b>	Bank Reconciliation
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To review and approve Bank Reconciliation for March 2024.
<b>Background:</b>	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.
<b>Key Points:</b>	<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>
<b>Implications:</b>	<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>
<b>Recommendation:</b>	To Approve the balanced Bank Reconciliation for March 2024.

## Corfe Mullen Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2024</b>		
	Cash in Hand 01/04/2023		448,315.37
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		598,375.57
			1,046,690.94
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		456,078.84
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>590,612.10</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Cooperative Current Account	31/03/2024	72,543.38
	Cooperative Deposit Account	31/03/2024	0.00
	Scottish Widows Business Fund De	31/03/2024	0.00
	Public Sector Deposit Fund	31/03/2024	518,068.72
			<b>590,612.10</b>
	Less unrepresented payments		590,612.10
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>590,612.10</b>
	<b>A = B Checks out OK</b>		

# Corfe Mullen Town Council

8 April 2024 (2023-2024)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
927	PPE & Uniform	01/03/2024		Cooperative Current	Card	PPE	L&S Engineers Ltd	S	-36.71	-7.34	-44.05
924	Health & Safety - Lone Working	01/03/2024		Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	Z	-119.94		-119.94
925	Health & Safety - Lone Working	01/03/2024		Cooperative Current	DD	Equipment	Skyguard Limited T/A Peop	Z	-463.38		-463.38
880	Cleaning Materials & Supplies	04/03/2024	TC 23/269	Cooperative Current	Card	Materials	Fire Stopping Stop	S	47.88	9.58	57.46
848	Vehicle Fuel	04/03/2024	TC 23/247	Cooperative Current	IB	Fuel	UK Fuels Limited	S	74.21	14.84	89.05
848	Equipment Fuel	04/03/2024	TC 23/247	Cooperative Current	IB	Fuel	UK Fuels Limited	S	12.73	2.55	15.28
831	Pavilion - Utilities	04/03/2024	TC 23/247	Cooperative Current	DD	Pavilion Gas	British Gas	L	321.70	16.08	337.78
926	Street Lighting and Furniture	04/03/2024		Cooperative Current	DD	Streetlighting - Electricity	SSE Energy Solutions (Sou	L	187.94	9.40	197.34
868	PPE & Uniform	05/03/2024	TC 23/269	Cooperative Current	Card	PPE	L&S Engineers Ltd	S	40.21	8.04	48.25
862	Cleaning Materials & Supplies	05/03/2024	TC 23/269	Cooperative Current	Card	Supplies	Co-op Supermarket	Z	3.15		3.15
863	Recreation/Sports Facility Main	05/03/2024	TC 23/269	Cooperative Current	IB	Maintenance	Agri-Gem Ltd	S	48.66	9.73	58.39
850	Bank Charges	05/03/2024	TC 23/247	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
872	Replacement Vehicle	06/03/2024	TC 23/269	Cooperative Current	IB	Vehicle	Hunt Forest Group Ltd (Bla	S	12,950.00	2,590.00	15,540.00
833	Pavilion - Utilities	07/03/2024	TC 23/247	Cooperative Current	DD	Electricity	British Gas	L	254.89	12.74	267.63
875	Cleaning Materials & Supplies	10/03/2024	TC 23/269	Cooperative Current	Card	Supplies	Chapman Draper	S	51.19	10.24	61.43
888	PPE & Uniform	13/03/2024	TC 23/269	Cooperative Current	Card	PPE	Winchester Garden Machin	S	71.64	14.33	85.97
892	Printing/Postage/Stationery	13/03/2024	TC 23/269	Cooperative Current	Card	Postage	Post Office Ltd	Z	4.69		4.69
887	Printing/Postage/Stationery	13/03/2024	TC 23/269	Cooperative Current	Card	Postage	Post Office Ltd	Z	12.00		12.00
869	Rates & Utilities	13/03/2024	TC 23/269	Cooperative Current	DD	Electricity	SSE Energy Solutions (Sou	L	47.74	2.39	50.13
916	CMYT - Reimbursement	13/03/2024	TC 23/269	Cooperative Current	DD	CMYT Items	Dorset Council	Z	250.74		250.74
896	Ground Staff Building (premise	14/03/2024	TC 23/269	Cooperative Current	Card	Maintenance	Timpson Security	S	5.83	1.17	7.00
787	Pavilion - Maintenance	15/03/2024	CS 23/55	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	780.00	156.00	936.00
899	Health & Safety - Lone Working	15/03/2024		Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	-450.69	-90.14	-540.83
899	Health & Safety - Lone Working	15/03/2024		Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	-9.99	-2.00	-11.99
899	Health & Safety - Lone Working	15/03/2024		Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	460.68	92.14	552.82
893	PPE & Uniform	16/03/2024	TC 23/269	Cooperative Current	Card	Cleaning	Market Place Dry Cleaners	Z	40.75		40.75
864	Telephone/Internet	18/03/2024	TC 23/269	Cooperative Current	DD	Digital Phone Lines	Buzz Networks Ltd.	S	39.80	7.96	47.76
877	Waste & Recycling	20/03/2024	TC 23/269	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	305.80		305.80
865	Employment Services	20/03/2024	TC 23/269	Cooperative Current	DD	Payroll Subscription	Central Computer Manager	S	40.00	8.00	48.00
877	Office - Waste Collection	20/03/2024	TC 23/269	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	29.68		29.68
877	Pavilion - Utilities	20/03/2024	TC 23/269	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	47.46		47.46
900	Insurance	20/03/2024	TC 23/269	Cooperative Current	IB	Insurance	Clear Insurance Managemen	Z	162.77		162.77
853	Ground Staff Building (premise	21/03/2024	TC 23/269	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
853	Public Toilets	21/03/2024	TC 23/269	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	348.00	69.60	417.60

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
853	Office Cleaning (inc Windows)	21/03/2024	TC 23/269	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	21.50	4.30	25.80
853	Pavilion - Cleaning & Supplies	21/03/2024	TC 23/269	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	559.00	111.80	670.80
878	Election Costs	22/03/2024	TC 23/269	Cooperative Current	DD	Election Costs	Dorset Council	Z	11,455.28		11,455.28
889	Remembrance Sunday	22/03/2024	TC 23/269	Cooperative Current	DD	Supplies	Dorset Council	S	52.00	10.40	62.40
898	Telephone/Broadband/Mobiles	24/03/2024	TC 23/269	Cooperative Current	DD	Mobile Phone	EE	S	8.80	1.76	10.56
905	Salaries	25/03/2024	TC 23/269	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	11,200.97		11,200.97
805	Ground Staff Building (premise	25/03/2024	CS 23/55	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.67	3.73	22.40
902	PAYE	25/03/2024	TC 23/269	Cooperative Current	IB	PAYE	HMRC	Z	1,581.80		1,581.80
903	National Insurance	25/03/2024	TC 23/269	Cooperative Current	IB	NIC	HMRC	Z	1,806.21		1,806.21
904	Pension	25/03/2024	TC 23/269	Cooperative Current	IB	Pension	DCPF	Z	4,030.49		4,030.49
857	Public Toilets	27/03/2024	TC 23/269	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	92.50	18.50	111.00
870	Public Toilets	27/03/2024	TC 23/269	Cooperative Current	IB	Supplies	Amazon Payments UK Ltd.	S	53.75	10.75	64.50
886	PPE & Uniform	27/03/2024	TC 23/269	Cooperative Current	IB	Uniform	Arco Ltd.	S	253.60	50.72	304.32
901	PPE & Uniform	27/03/2024	TC 23/269	Cooperative Current	IB	Uniform	Arco Ltd.	S	158.69	31.74	190.43
897	Cleaning Materials & Supplies	27/03/2024	TC 23/269	Cooperative Current	IB	Materials	Trade Uk (B&Q)	S	9.43	1.89	11.32
879	Cleaning Materials & Supplies	27/03/2024	TC 23/269	Cooperative Current	IB	Supplies	Eastern Shires Purchasing	S	24.50	4.90	29.40
882	Cleaning Materials & Supplies	27/03/2024	TC 23/269	Cooperative Current	IB	Materials	Trade UK (Screwfix)	S	66.27	13.26	79.53
883	Cleaning Materials & Supplies	27/03/2024	TC 23/269	Cooperative Current	IB	Materials	Trade UK (Screwfix)	S	5.57	1.11	6.68
867	Security (Alarm & CCTV)	27/03/2024	TC 23/269	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	580.00	116.00	696.00
874	Tools & Equipment	27/03/2024	TC 23/269	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	7.72	1.54	9.26
890	Utilities	27/03/2024	TC 23/269	Cooperative Current	IB	Utilities	2nd Corfe Mullen Scouts	Z			
876	Councillor Training	27/03/2024	TC 23/269	Cooperative Current	IB	Training	Dorset Association of Paris	Z	158.00		158.00
859	Town Council Newsletter	27/03/2024	TC 23/269	Cooperative Current	IB	Newsletter	Mail & Print	S	3,887.52	777.50	4,665.02
854	Office IT & Software	27/03/2024	TC 23/269	Cooperative Current	IB	Annual Subscription	Starboard Systems Ltd, TA	S	1,174.80	234.96	1,409.76
894	Office IT & Software	27/03/2024	TC 23/269	Cooperative Current	IB	Licence Fee	Microsoft Ireland Operator	S	41.20	8.24	49.44
873	Printing/Postage/Stationery	27/03/2024	TC 23/269	Cooperative Current	IB	Supplies	Amazon Payments UK Ltd.	S	6.25	1.25	7.50
871	Repairs & Maintenance	27/03/2024	TC 23/269	Cooperative Current	IB	Maintenance	BURNSgas Ltd	S	810.49	162.10	972.59
866	Pavilion - Maintenance	27/03/2024	TC 23/269	Cooperative Current	IB	Maintenance	Joy Services Group	S	85.00	17.00	102.00
884	Health & Safety - Lone Working	27/03/2024	TC 23/269	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	23.11	4.62	27.73
884	Health & Safety - Lone Working	27/03/2024	TC 23/269	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	-23.11	-4.62	-27.73
907	Health & Safety - Lone Working	27/03/2024	TC 23/269	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	-23.11	-4.69	-27.80
907	Health & Safety - Lone Working	27/03/2024	TC 23/269	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	23.11	4.62	27.73
908	PPE & Uniform	27/03/2024	TC 23/269	Cooperative Current	IB	PPE	Amazon Payments UK Ltd.	S	26.21	5.24	31.45
909	PPE & Uniform	27/03/2024	TC 23/269	Cooperative Current	IB	PPE	Amazon Payments UK Ltd.	S	40.02	8.01	48.03
909	PPE & Uniform	27/03/2024	TC 23/269	Cooperative Current	IB	PPE	Amazon Payments UK Ltd.	Z	-2.40		-2.40



## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
914	Cleaning Materials & Supplies	27/03/2024	TC 23/269	Cooperative Current	IB	Materials	Amazon Payments UK Ltd.	S	3.96	0.80	4.76
915	Waste & Recycling	27/03/2024	TC 23/269	Cooperative Current	IB	Waste Collection	NC Services	Z	125.50		125.50
912	Contractor Costs	27/03/2024	TC 23/269	Cooperative Current	IB	Contractor Fees	Bournemouth, Christchurch	S	2,880.00	576.00	3,456.00
921	Advertising	27/03/2024	CS 23/55	Cooperative Current	IB	Advertisement	Dorset Council	S	69.65	13.93	83.58
922	Advertising	27/03/2024	CS 23/55	Cooperative Current	IB	Advertisement	Dorset Council	S	69.65	13.93	83.58
910	Office Cleaning (inc Windows)	27/03/2024	TC 23/269	Cooperative Current	IB	Cleaning	R Evetts	Z	10.00		10.00
858	Youth Centre Revenue Grant	27/03/2024	TC 23/269	Cooperative Current	IB	CMYT Grant Q4	Corfe Mullen Youth Trust	Z	7,641.26		7,641.26
923	Health & Safety Services	27/03/2024		Cooperative Current	DD	H&S Services	Peninsula Business Service	S	263.40	52.68	316.08
906	VH Reimbursement	27/03/2024	TC 23/269	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	14.00		14.00
911	Pavilion - Cleaning & Supplies	27/03/2024	TC 23/269	Cooperative Current	IB	Cleaning	R Evetts	Z	25.50		25.50
913	Pavilion - Cleaning & Supplies	27/03/2024	TC 23/269	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	15.00	3.00	18.00
921	VH Reimbursement	27/03/2024	CS 23/55	Cooperative Current	IB	Advertisement	Dorset Council	Z	-83.58		-83.58
918	VH Reimbursement	27/03/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-14.00		-14.00
919	VH Reimbursement	27/03/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	83.58		83.58
920	CMYT - Reimbursement	27/03/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	83.58		83.58
917	CMYT - Reimbursement	27/03/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-250.74		-250.74
922	CMYT - Reimbursement	27/03/2024	CS 23/55	Cooperative Current	IB	Advertisement	Dorset Council	Z	-83.58		-83.58
895	Staff Training	28/03/2024	TC 23/269	Cooperative Current	IB	Training	Newlands Training Limited	S	520.00	104.00	624.00
881	Repairs & Maintenance	28/03/2024	TC 23/269	Cooperative Current	IB	Maintenance	The Drain Team (Dorset) L	S	99.00	19.80	118.80
885	Health & Safety - Lone Working	28/03/2024	TC 23/269	Cooperative Current	IB	Equipment	Skyguard Limited T/A Peop	S	437.85	87.57	525.42
891	Utilities	29/03/2024	TC 23/269	Cooperative Current	DD	Electricity	British Gas	S			
928	Street Lighting and Furniture	30/03/2024		Cooperative Current	DD	Streetlighting - Electricity	SSE Energy Solutions (Sou	L			
<b>Total</b>									<b>65,773.42</b>	<b>5,420.85</b>	<b>71,194.27</b>

# Corfe Mullen Town Council

8 April 2024 (2023-2024)

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
394	Pavilion Lounge Hire	04/03/2024		Cooperative Current		Room Hire	Corfe Mullen United Junior:	Z			
395	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Canford United FC (Home	Z	72.00		72.00
395	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Canford United FC (Home	Z			
395	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Canford United FC (Home	Z			
395	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Canford United FC (Home	Z			
395	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Canford United FC (Home	Z			
395	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Canford United FC (Home	Z			
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	26.00		26.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	26.00		26.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	26.00		26.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	22.00		22.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
396	Pitch Fees	04/03/2024		Cooperative Current	IB	Football Pitch Fees	Corfe Mullen United Junior:	Z	37.00		37.00
400	Allotment Rents	04/03/2024		Cooperative Current	IB	Allotment Rent	Plot Holder	Z	0.92		0.92
399	Allotment Rents	04/03/2024		Cooperative Current	IB	Allotment Rent	Plot Holder	Z	1.24		1.24
484	Bank Interest	04/03/2024		Public Sector Deposi	IB	Dividend	PSDF	Z	2,570.70		2,570.70
444	Bank Interest	05/03/2024		Public Sector Deposi	IB	Bank Interest	PSDF	Z			
391	Tennis Court Fees	05/03/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00
391	Tennis Court Fees	05/03/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00
391	Tennis Court Fees	05/03/2024		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.00		7.00
398	Cemetery Fees	07/03/2024		Cooperative Current	IB	Memorial Fee	Excalibur	Z	105.00		105.00
351	Tennis Court Fees	11/03/2024		Cooperative Current	CASH	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
351	Tennis Court Fees	11/03/2024		Cooperative Current	CASH	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
351	Tennis Court Fees	11/03/2024		Cooperative Current	CASH	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
351	Tennis Court Fees	11/03/2024		Cooperative Current	CASH	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
410	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
409	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
408	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
407	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
406	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
405	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
404	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
358	Tennis Court Fees	11/03/2024		Cooperative Current	CASH	Tennis Court Fees	Susan Mary Grew	Z			
402	Tennis Court Fees	11/03/2024		Cooperative Current	IB	Tennis Court Fees	Sara Butt	Z	7.00		7.00
355	Tennis Court Fees	11/03/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
355	Tennis Court Fees	11/03/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
355	Tennis Court Fees	11/03/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
355	Tennis Court Fees	11/03/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
355	Tennis Court Fees	11/03/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
401	Pavilion Lounge Hire	11/03/2024		Cooperative Current		Room Hire	Corfe Mullen Cricket Club	Z			
415	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
414	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
413	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
412	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
411	Allotment Rents	11/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
445	Tennis Court Fees	11/03/2024		Cooperative Current	Cash	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
426	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
425	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
424	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
423	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
422	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
421	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
420	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
419	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	10.00		10.00
418	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
417	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
416	Allotment Rents	12/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
403	Tennis Court Fees	12/03/2024		Cooperative Current	IB	Tennis Court Fees	Sally Campbell	Z	7.00		7.00
482	Allotment Rents	13/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
481	Allotment Rents	13/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	22.50		22.50
483	Allotment Rents	14/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
427	Allotment Rents	14/03/2024		Cooperative Current	Cheque	Allotment Rent	Allotment Holders	Z	12.50		12.50
440	Allotment Rents	15/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
439	Allotment Rents	15/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
438	Allotment Rents	15/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
437	Allotment Rents	15/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
430	Recreation	15/03/2024		Cooperative Current	IB	Licence Fee	MAMDA - Me and My Dog	Z	50.00		50.00
436	Allotment Rents	16/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
435	Allotment Rents	16/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
434	Allotment Rents	16/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
433	Allotment Rents	17/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
432	Allotment Rents	17/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	20.00		20.00
429	Cemetery Fees	18/03/2024		Cooperative Current	Cheque	Transfer of Burial Rights	Lodge - Transfer	Z	90.00		90.00
431	Allotment Rents	18/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
428	Allotment Rents	18/03/2024		Cooperative Current	Cheque	Allotment Rent	Allotment Holders	Z	12.50		12.50
428	Allotment Rents	18/03/2024		Cooperative Current	Cheque	Allotment Rent	Allotment Holders	Z	10.00		10.00
441	Tennis Court Fees	18/03/2024		Cooperative Current	IB	Tennis Court Fees	Sara Butt	Z	7.00		7.00
449	Allotment Rents	19/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
448	Allotment Rents	19/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
447	Allotment Rents	19/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	10.00		10.00
443	Pitch Fees	19/03/2024		Cooperative Current		Football Pitch Fees	Mark White	Z	50.00		50.00
442	Pitch Fees	19/03/2024		Cooperative Current		Football Pitch Fees	Mark White	Z	-50.00		-50.00
460	Allotment Rents	20/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	0.41		0.41
459	Allotment Rents	20/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
450	Allotment Rents	20/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
446	Allotment Rents	20/03/2024		Cooperative Current	Cheque	Allotment Rent	Allotment Holders	Z	12.50		12.50
451	Tennis Court Fees	20/03/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z	1,430.00		1,430.00
452	Tennis Court Fees	20/03/2024		Cooperative Current		Tennis Court Fees	Simon Dunford	Z	5.00		5.00
453	Tennis Court Fees	20/03/2024		Cooperative Current		Tennis Court Fees	Simon Dunford	Z	5.00		5.00
461	Cemetery Fees	21/03/2024		Cooperative Current	IB	Additional Inscription	Excalibur	Z	48.00		48.00
458	Allotment Rents	22/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
457	Allotment Rents	23/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
456	Allotment Rents	23/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
455	Allotment Rents	24/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
454	Tennis Court Fees	24/03/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	7.00		7.00
454	Tennis Court Fees	24/03/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	10.50		10.50

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
454	Tennis Court Fees	24/03/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	10.50		10.50
462	Allotment Rents	25/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
480	Allotment Rents	26/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	12.50		12.50
463	Allotment Rents	26/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	25.00		25.00
469	Pitch Fees	27/03/2024		Cooperative Current		Football Pitch Fees	Mike Davidson	Z	72.00		72.00
469	Pitch Fees	27/03/2024		Cooperative Current		Football Pitch Fees	Mike Davidson	Z			
469	Pitch Fees	27/03/2024		Cooperative Current		Football Pitch Fees	Mike Davidson	Z			
469	Pitch Fees	27/03/2024		Cooperative Current		Football Pitch Fees	Mike Davidson	Z			
469	Pitch Fees	27/03/2024		Cooperative Current		Football Pitch Fees	Mike Davidson	Z			
469	Pitch Fees	27/03/2024		Cooperative Current		Football Pitch Fees	Mike Davidson	Z			
468	Tennis Court Fees	27/03/2024		Cooperative Current		Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
468	Tennis Court Fees	27/03/2024		Cooperative Current		Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
468	Tennis Court Fees	27/03/2024		Cooperative Current		Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
468	Tennis Court Fees	27/03/2024		Cooperative Current		Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
467	Pavilion Lounge Hire	27/03/2024		Cooperative Current		Room Hire	Mini Munchkins Day Nurser	Z	75.00		75.00
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
464	Pavilion Lounge Hire	28/03/2024		Cooperative Current		Room Hire	Richard Davies	Z			
465	Allotment Rents	28/03/2024		Cooperative Current	Cheque	Allotment Rent	Allotment Holders	Z			
476	Pitch Fees	28/03/2024		Cooperative Current		Football Pitch Fees	Mark White	Z			
475	Pitch Fees	28/03/2024		Cooperative Current		Football Pitch Fees	Mark White	Z			
474	Pitch Fees	28/03/2024		Cooperative Current		Football Pitch Fees	Mark White	Z			
466	Tennis Court Fees	28/03/2024		Cooperative Current	Cash	Tennis Court Fees	Susan Mary Grew	Z			
466	Tennis Court Fees	28/03/2024		Cooperative Current	Cash	Tennis Court Fees	Susan Mary Grew	Z			
466	Tennis Court Fees	28/03/2024		Cooperative Current	Cash	Tennis Court Fees	Susan Mary Grew	Z			
470	Tennis Court Fees	28/03/2024		Cooperative Current		Tennis Court Fees	Suzy Scurr	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
473	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
472	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
471	Cricket Fees	28/03/2024		Cooperative Current		Cricket Fees	Ferndown Strollers Cricket	Z			
479	Allotment Rents	29/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z			
478	Allotment Rents	29/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z			
477	Allotment Rents	30/03/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z			
<b>Total</b>									<b>7,448.77</b>		<b>7,448.77</b>



**Minutes of the Community Services Committee held on Tuesday 13 February 2024 at 19:33 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen**

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

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

**Public Participation**

There were no members of the public present.

**CS 23/52       To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr A Craven due to personal commitments.

Cllr B Honeyman was not present.

**CS 23/53       To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**CS 23/54       Paper A - To Approve minutes of meeting held on 12 September 2023 & 14 November 2023** LGA 1972, sch 12, para 41

The minutes of the meetings held on 12 September 2023 and 14 November 2023 were **APPROVED**.

Cllr Jefferies thanked the staff for their hard work during recent staff absences.

Cllr Jefferies asked if the office had received any negative feedback relating to the siting of Beryl Bikes across the village. The Clerk confirmed the office had not received any feedback.

## CS 23/55 Paper B - To Approve Accounts for Payment

Cllr Jefferies raised the following query:

Lines 786/785: Utility costs for water and electricity for the Grounds Unit appeared high. The Clerk confirmed the costs covered an 18-month period, which accounted for the high costs. Unfortunately, due to the Town Council being invoiced by Corfe Mullen Scouts Association, the Town Council is unable to reclaim VAT.

Members felt the supply of utilities to the Grounds Unit should have a separate meter, to enable usage to be monitored and invoiced directly to the Town Council, therefore enabling VAT to be reclaimed. The Clerk agreed to investigate whether this was possible and report back to Full Council.

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £14,289.16.

## CS 23/56 Paper C - To Note Update for Amenities

The Deputy Clerk presented the report and provided an update on the quotations received for the bus shelters as discussed at the Full Council meeting held on 23 January 2024. The bus shelter already in place on Wareham Road, at Windgreen Roundabout, would require a replacement, due to water corroding the posts from the inside out. A further report would be presented to the next Full Council meeting scheduled on 27 February 2024, for a decision on how to proceed.

Members noted there were a number of quotations outstanding. The Deputy Clerk confirmed, contractors had been followed up, however, it was difficult to find contractors who wanted to quote for any work and reiterated that quotations would be presented to meetings as soon as they had been received.

Cllr Jefferies queried the level of playground inspection due to the letter accompanying the report stating, *'this assessment does not meet the requirements identified in an annual inspection.'* The Deputy Clerk confirmed she would follow this up with the Playground Inspector as a full inspection had been requested and to her knowledge, this was what had been carried out.

Cllr Jefferies asked how many of the saplings received from the Woodland Trust had survived. The Clerk confirmed that unfortunately, due to the hot, dry weather experienced in 2023, there were only a handful of saplings that had survived and could be planted out.

Cllr P Holland advised some residents had contacted him relating to the works carried out to clear the pit area during 2023. Brambles and other shrubbery had been cut back, leaving sharp debris on the paths causing a hazard to animals and members of the public walking in the area. The Deputy Clerk advised the contractor who carried out the work, was no longer in business, however, she would ensure the next appointed contractor removed all debris from the site.

Cllr Sowry-House noted the building of the new memorial benches to be placed at the new cemetery and Towers Way open space as a result of vandalism and felt the Revd Jane Burgess and the families should be invited to a re-dedication of the newly installed memorial bench at the new cemetery, once in place.



The Chairman's Article in the Link Magazine should also include some wording relating to the increased vandalism in the village and the costs to the Town Council.

The update was **NOTED**.

**CS 23/57 Paper D - To Note Update on the Allotments**

The Deputy Clerk presented the report, noting there was one remaining resident on the waiting list who was awaiting a raised bed, due to a disability. It was noted that other raised bed holders may be willing to swap or hand over, which would be investigated.

It was reported that the Grounds Team had progressed with the installation of covers on the water troughs, with only 5 troughs nearest to the gate outstanding.

Members discussed the wooden bench to be installed at the Allotment site. Cllr Sowry-House requested that members of the Allotment Association and the Woman's Institute be invited to the unveiling of the bench once the location had been confirmed.

Discussion took place relating to the gully running across the driveway up to the top car park. Due to the gully being in place to take water off the site and onto the wild meadow and balancing pond, plot holders were driving on the nearby grass verges to avoid the gully. Cllr Sowry-House reminded members that Natural England had placed restrictions on the materials that could be used on site, due to its location being within the Green Belt, therefore, the hoggin surfacing could not be changed. Members considered installing large rocks on each side of the gully, to deter cars from driving on the grass verges. The Clerk confirmed this would be investigated.

The update was **NOTED**.

**CS 23/58 Paper E - To Note Update and Approve Quotations for the Cemeteries**

The Deputy Clerk presented the report, noting the quotations received to carry out repair works to new cemetery wall and pillars. Members discussed the quotations and felt in the long term replacing the wall and pillars would be more cost-effective.

Discussion took place relating to the reduced cemetery income as a result of no full burial plots remaining and a limited number of cremated remains plots being available to purchase. It was agreed to investigate further options for cremated remains, particularly a cremation memorial wall.

The update was **NOTED**.

It was **RESOLVED** to investigate quotations to replace the new cemetery wall and pillars and to investigate further options for interment of cremated remains.

**CS 23/59 Paper F – To Note Highways Update**

The Deputy Clerk presented the report for noting, as it would be presented to the Planning Committee for any decision making. Cllr Purvis noted the 'slow' sign on Broadmoor Road required repainting.

Members requested an update on the repositioning and/or line painting of the Hillview Roundabout. The Clerk agreed to follow up with the Community Highways Officer.

Discussion took place relating to parking issues in and around Henbury View First School during school drop off/pick up. It was noted should the request for double-yellow lines on Hillside Road be approved by Dorset Council Highways, discussions would need to take place with the school to ensure safe measures are put in place during drop-off/pick-up times.


The update was **NOTED**.

**CS 23/60 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

Members noted complaints had been received from residents relating to the poor surfacing in front of the shops at The Parade on Wareham Road. It was agreed to carry out an HM Land Registry search to ascertain who the landowner is and to follow up with a letter to the landowner on behalf of the Town Council.

**CS 23/61 To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 9 April 2024 at 19:30 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

**CS 23/62 Close of Meeting at 20:55.**

Signed as a correct record of the meeting...  ... Date ... 9/4/24 ...

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<sup>1</sup> 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 12 March 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 no members of the public present.

**PC 23/175    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

There were no apologies for absence.

**PC 23/176    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 23/177    Paper A - To Approve minutes of meeting held on 27 February 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 27 February 2024 were **APPROVED**.

**PC 23/178    Paper B - To Note Planning Decisions Report – decisions between 21 February 2024 – 6 March 2024**

Members noted the applications to fell trees at 17 Wills Close and 7 Wickham Drive had been refused by Dorset Council Planning, which was positive news and thanked the officers for pursuing objections, albeit they were received for information only.

The planning decisions report was **NOTED**.

**PC 23/179    To Consider the following applications received from Dorset Council:**

**Application No:**    P/HOU/2024/01074  
**Location:**         16 Coventry Close Corfe Mullen BH21 3UP  
**Proposal:**         Erect two-storey side extension  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403732>

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

### **Tree Works Applications for Information Purposes Only:**

**Application:** P/TRT/2024/01156  
**Location:** 17 Orchard Close Corfe Mullen Dorset BH21 3TW  
**Proposal:** T1 Beech: Lateral reduction of up to 1m to the NW side of canopy by removing secondary and tertiary branches only.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403829>

**Application:** P/TRT/2024/01047  
**Location:** 21 Olivia Close Corfe Mullen Dorset BH21 3BX  
**Proposal:** T1 Oak: Remove low limb over garden.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403696>

**Application:** P/TRT/2024/01126  
**Location:** 11 Lavender Way Corfe Mullen BH18 9NN  
**Proposal:** Maple: Crown reduction reducing by approximately 30% to give a new finished height of 6m and new finished width of 6m.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403791>

The tree works applications were **NOTED**.

### **PC 23/180 Paper C – To Note Highways Update and Consider New Items for Approval**

The Clerk presented the report, noting a new request had been received from a resident to reduce the speed limit on Wareham Road from Windgreen Roundabout to Hillview Roundabout to 20mph.

Dorset Council Highways advised that requests for 20mph speed limits should be considered and submitted to Dorset Council Highways for approval as a scheme for a zone rather than individual roads. They had also recommended that the Town Council should take time to consider the locations within the village and not to rush into it.

The Clerk suggested, the newly elected Town Council should consider 20mph zones in the village following the elections in May 2024.

Cllr Hardy referred to item 10 on the report appendices, noting although parking on pavements causes an obstruction, he was unclear whether it was illegal and that the report maybe misleading.

Following a robust discussion, the Clerk confirmed she would investigate further and report back at the next meeting.

The update was **NOTED**.

### **PC 23/181 Paper D – To Note Update on Dorset Council Local Plan**

The Clerk presented the report, reiterating the revised timeline to develop the Dorset Council Local Plan.

Cllr Hardy noted he had attended the Dorset Association of Parish and Town Councils (DAPTC) Networking event held at Kingston Maurwood on 7 March 2024, whereby Cllr David Walsh, Planning portfolio holder had updated attendees on the Plan with comments noted as follows:

- Dorset Council were considering locations across Dorset for a new village or town.
- Neighbourhood plans were key to ensuring developments reflected the character and design of the local area.
- Current local housing needs estimated to be 1,900 homes per year.

- Developing a Management Plan for wind farms.
- Consultation will take place digitally, commencing in November 2024.

Members discussed their disappointment that the timeline to develop the Dorset Council Local Plan had been extended by a further three years and that the strategy to develop the Plan appeared to be officer-led rather than member-led.

The update was **NOTED**.

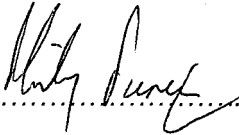
**PC 23/182 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

ClIr Hardy noted he had received a request from a resident to consider a speed reduction on Wimborne Road from Lake Gates, due to the speed of traffic coming off of the A31. The Clerk confirmed the request would be included in the Highways report for the next meeting scheduled on 26 March 2024.

ClIr Neil noted tree works had taken place at a property on Wareham Road and asked the Clerk to investigate to ensure no illegal tree felling had taken place.

**PC 23/183 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 26 March 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 23/184 Close of Meeting at 19:01.**

Signed as a correct record of the meeting.....  ..... Date..... 26/3/2024.....

<sup>1</sup> 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 26 March 2024 at 18:30 in the small hall of the Village Hall**

**Present:**                   **Councillors**  
P Purvis (Chair)  
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, two of whom wished to speak.

One member of the public wished to speak pertaining to planning application P/FUL/2024/01267 – 21 Hillside Road, Corfe Mullen, noting that as a large family, housing three generations in one home, they wished to build an environmentally friendly forever home more suitable for the additional needs of their family. The member of public asked members to consider supporting the application.

The second member of the public wished to raise concerns relating to planning application P/HOU/2021/04059 – 12 Beacon Road, Corfe Mullen, noting the following observations:

- Obscured glass not used on the dormer windows to protect the amenity and privacy of the neighbouring properties.
- The approved plans had a front door; however, this has not been installed with the property being accessed via a side door which affects the amenity and privacy of neighbouring properties.
- The driveway was incomplete.

The Clerk agreed to investigate and report back at the next Planning Committee meeting on 9 April 2024.

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

*Following the member of public's representation, the Chair proposed considering item PC 23/189 – Application No: P/FUL/2024/01267 – 21 Hillside Road in the first instance.*

**PC 23/189    To Consider the following applications received from Dorset Council:**

**Application No:**       P/FUL/2024/01267  
**Location:**             21 Hillside Road Corfe Mullen BH21 3SA  
**Proposal:**             Demolition of existing dwelling and erection of replacement dwelling

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403962>

Members felt the proposed development appeared low level and unobtrusive and that the applicants had considered the long-term ecological impact of the proposed development. However, the Dorset Council Sustainability Statement and Checklist

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

which came into force on 15 January 2024 had not been submitted as part of the planning application.

It was **RESOLVED** to **STRONGLY SUPPORT** the application; however, Dorset Council Planning should follow up submission of the Sustainability Statement and Checklist as part of the planning application process.

*The Chair returned to the sequential agenda.*

**PC 23/185 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Everett who had prior commitment.

**PC 23/186 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Hardy declared a non-pecuniary interest relating to planning application P/FUL/2024/01267 – 21 Hillside Road, due to residing nearby on the same road, albeit the applicant was not known to him personally.

**PC 23/187 Paper A - To Approve minutes of meeting held on 12 March 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 12 March 2024 were **APPROVED**.

**PC 23/188 Paper B - To Note Planning Decisions Report** – decisions between 6 - 20 March 2024

Cllr Neil noted his disappointment at the lack of consistency in Dorset Councils decision making process relating to planning applications P/FUL/2023/06224 – Land adjacent to Home Farm Cottages, Waterloo Road, Corfe Mullen and P/FUL/2023/05990 – Caretakers Flat, Castle Court School, Knoll Lane, Corfe Mullen.

It was agreed for both planning applications to be used as example cases when the Clerk and Chair of Council finally meet with Dorset Council's Head of Planning.

The planning decisions report was **NOTED**.

**PC 23/189 To Consider the following applications received from Dorset Council**

**Tree Works Applications for Information Purposes Only:**

**Application No:** P/TRT/2024/01272

**Location:** Land at E398655 N96671, Birch Close, Corfe Mullen, BH21 3TB

**Proposal:** T1 Cypress: Remove lower branches to a height of approximately 3m above ground level.

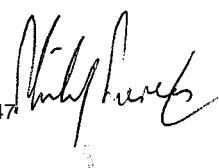
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403968>

**Application:** P/TRT/2024/01271

**Location:** 7 Wickham Drive Corfe Mullen Dorset BH21 3JT

**Proposal:** T24 Maritime Pine: Reduce x2 primary branches growing over driveway back by 1.5m to suitable growth points.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403967>

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The tree works applications were **NOTED**.

**Non-Material Amendment for Information Purposes Only:**

**Application No:** P/NMA/2024/01285  
**Location:** 22 Southlands Avenue Corfe Mullen BH21 3JB  
**Proposal:** Non-material amendment to Approved P/A P/HOU/2023/03808 (Raise existing ridge height with new gable roof including two dormer windows to extend the existing first floor accommodation) to change slate on dormers for weatherboarding, soffits, bargeboards and windows change from grey to white and natural timber cladding to gable end walls now to be cement rendered.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403981>

Cllr Sowry-House clarified the non-material amendment related to the change of external materials used.

The non-material amendment was **NOTED**.

**Variation of Condition:**

**Application No:** P/VOC/2024/00411 (Description changed)  
**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)) to amend plans.

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

The Clerk noted the wording of the proposal had been amended, with no further items for consideration. The objections already submitted to Dorset Council Planning on 27 February 2023, remained.

The variation of condition was **NOTED**.

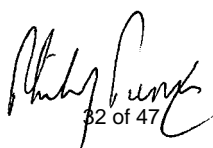
**PC 23/190 Paper C – To Note Highways Update and Consider New Items to Agree How to Proceed**

The Clerk presented the report, noting the recent serious accident involving a young child on Blandford Road by Lockyers School. At the previous meeting the Clerk suggested for the newly elected Town Council to consider 20mph zones in the village following the elections in May 2024.

Members noted that in order to reduce the risk to pedestrians to look at ways to change drivers behaviours. It was agreed to await the accident investigation report before considering traffic calming measures in this location.

A member of the public has also raised further concerns for road safety on Wimborne Road, adjacent to the new housing developments by Lockyers School. Due to lack of parking within the development, residents were parking their cars along Wimborne Road, making it difficult for children to cross the road safely. The Clerk advised this was being followed up with the Dorset Council Road Safety Team.

The Clerk advised she had received a complaint from a member of the public relating to users of the Royal British Legion (RBL) using Blandford Road, Newtown Lane and the new cemetery car park as an overflow car park. At times this had meant visitors

  
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to the cemetery had been unable to park. A letter had been sent to the RBL requesting that users are reminded to park considerately.

Members discussed the highways update wording relating to vehicles parked on the pavements and how this may be misleading to members of the public. The Clerk agreed to review wording and update accordingly.

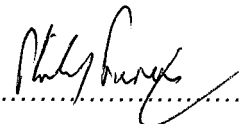
The Highways Update was **NOTED**.

**PC 23/191 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

- Update on planning application no. P/HOU/2021/04059 – 12 Beacon Road, Corfe Mullen.

**PC 23/192 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 9 April 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 23/193 Close of Meeting at 18:58.**

Signed as a correct record of the meeting..........Date.....9/4/2024.....

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<sup>1</sup> 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: 23 April 2024**

**Agenda Item: TC 23/293**

**Paper: E**

<b>Subject:</b>	To Approve the Recommendations from the Community Services Committee
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To Approve the resolutions made at the Community Services Committee meeting held on 9 April 2024.
<b>Background:</b>	The Community Services Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
<b>Key Points:</b>	<p>It was <b>RESOLVED</b> to recommend for approval by Full Council the following items:</p> <ul style="list-style-type: none"> <li>• To pause installation of RADAR system for the public toilets at the Recreation Ground and to investigate costs of vandal proof sanitary ware.</li> <li>• To allow Wimborne Cricket Club use of the Astroturf cricket wicket at the Recreation Ground.</li> <li>• To consider setting up a new cost code in the 2025/26 budget to cover vandalism costs, to be discussed as part of the budget setting process.</li> <li>• To not proceed with any further planting at the Henbury View Play Area.</li> <li>• To proceed with non-urgent tree works over the 2024/25 and 2025/26 financial years.</li> </ul> <p>Full Council to consider the non-urgent tree works quotations as specified in the Tree Survey carried out in 2023 and agree tree works to be progressed in the 2024/25 financial year as follows:</p> <ol style="list-style-type: none"> <li>1. Old &amp; New Cemetery - <b>£1975+VAT</b></li> <li>2. Recreation Ground - <b>£850+VAT</b></li> <li>3. Broadmoor Road Allotments - <b>£750+VAT</b></li> <li>4. Springdale Greenspace - <b>£6131.25+VAT</b></li> </ol>
<b>Implications:</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety issues.</li> <li>• Negative publicity for the Council.</li> <li>• £8000 has been budgeted for tree works in the 2024/25 financial year.</li> </ul>
<b>Recommendation:</b>	To <b>APPROVE</b> the resolutions from the Community Services Committee meeting held on 9 April 2024 and agree how to proceed with tree works quotations.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 April 2024**

**Agenda Item: TC 23/294**

**Paper: F**

<b>Subject:</b>	Election Update
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To provide members with an update on the statement of persons nominated issued by Dorset Council Electoral Services on 8 April 2024, the uncontested election and next steps.
<b>Background:</b>	Dorset Council Electoral Services confirmed on 8 April 2024 that the Town Council elections due on 2 May 2024, were uncontested with 11 persons nominated to fill the 14 seats. Therefore, there will be no Town Council election on 2 May 2024.
<b>Key Points:</b>	<p>The nominated candidates who stood for election and take up their role as Corfe Mullen Town Councillors with effect of 7 May 2024 are as follows:</p> <ol style="list-style-type: none"> <li>1. Jackie Bonham</li> <li>2. Adrian Craven</li> <li>3. Scott Florek</li> <li>4. Lee Hardy</li> <li>5. Anne Holland</li> <li>6. Paul Holland</li> <li>7. Susan Jefferies</li> <li>8. Jocelyn Lortie</li> <li>9. Peter Neil</li> <li>10. Vanella Papilio</li> <li>11. Duncan Sowry- House</li> </ol> <p>Clerk to schedule an induction for new and existing Town Councillors on Tuesday 7 May 2024 at 18:30 in the small hall of the Village Hall, where the Declaration of Office will be signed in the presence of the Clerk.</p> <p>Clerk to send all members a link to review/update/complete their Register of Interests electronically within 28 days of accepting office as Town Councillor.</p> <p>The law requires the Council to co-opt person(s) to fill the 3 vacancies as soon as practicable. In line with the Co-option policy, under 3.1 - Insufficiency of candidates at an ordinary election also provide the Council with authority to exercise its rights to co-opt any person or persons to fill any vacancies within thirty-five days following the date of the ordinary election.</p> <p>Dorset Association of Parish &amp; Town Councils (DAPTC) has advised that the co-option process can commence immediately following the ordinary election with best practice to commence within 2-4 months of the ordinary election.</p>

	<p>A public notice should be published on 7 May 2024 via the Town Council website, Link article and notice boards. The closing date for applications will be Thursday 20 June 2024.</p> <p>All eligible candidates will be invited to attend and present at the Full Council meeting scheduled on 25 June 2024. If candidates are unable to attend, the meeting will not be rearranged.</p> <p>The policy shown in Appendix 1 provides a clear and concise method of filling the vacancy. There have been no substantial changes to the policy.</p>
<p><b>Implications:</b></p>	<p>Not having an up-to-date co-option policy in place leaves the Council open to challenge when in a co-option process.</p> <p>The Council remains quorate with 11 elected members. To maintain the General Power of Competence, at least 2/3 of the Council (10) should be elected and a qualified Clerk.</p>
<p><b>Recommendation:</b></p>	<p>To NOTE update and APPROVE the following:</p> <ul style="list-style-type: none"> <li>• Co-option Policy</li> <li>• Publicise Co-option on 7 May 2024 with closing date of 20 June 2024 for completed applications.</li> <li>• Candidates to attend and present to the Full Council meeting scheduled on 25 June 2024.</li> </ul>



# **Corfe Mullen Town Council**

## **Co-option Policy & Procedures**

## 1. Introduction

- 1.1. This policy is based on the National Association of Local Councils (NALC) Legal Briefing LTN-08 – Elections and Co-option.
- 1.2. Town and Parish Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e., the vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the Dorset Council Returning Officer).
- 1.3. Although seeking 'expressions of interest' is not a legal requirement, NALC recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
- 1.4. Whenever the need for co-option arises, Corfe Mullen Town Council ('the Council') will seek and encourage applications from anyone in the parish who is eligible to stand as a Town Councillor. Members or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.
- 1.5. The notice to co-opt will include: the method by which applications can be made; the closing date for all applications; a contact point to obtain more information and where information can be sourced electronically.

## 2. Co-option - Stage 1

- 2.1. The co-option of a Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when one of the following occurs during the council's term of office<sup>1</sup>:
  - a Councillor fails to make their declaration of acceptance of office at the proper time
  - a Councillor resigns
  - a Councillor dies
  - a Councillor becomes disqualified<sup>2</sup>, or
  - a Councillor fails for six months to attend a meeting when summoned to do so and their apologies are not accepted<sup>3</sup>
- 2.2. The Council will notify Dorset Council of a casual vacancy and then give public notice of the vacancy to give electors the opportunity to request an election. This occurs when ten electors write to the Dorset Council Returning Officer stating that an election is requested.
- 2.3. If a by-election is called, a polling station will be organised by Dorset Council and polling cards sent to residents. The Council will be expected to pay the costs incurred with a by-election.
- 2.4. If more than one candidate is nominated, a by-election will take place. When there is only one candidate they are duly elected without a ballot.
- 2.5. If ten residents do not request a ballot within the fourteen days of the public notice being posted, Dorset Council will inform the Council that they can proceed with co-option, as follows:

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<sup>1</sup> Local Government Act s.87

<sup>2</sup> Disqualified by virtue of a criminal conviction, under the Localism Act 2011 (England) s.34

<sup>3</sup> Local Government Act 1972 s.85

- advertise the vacancy for four weeks on the Council notice boards and website
- advise the Council that the co-option policy has been instigated

### **3. Co-option – Stage 2**

3.1. Insufficiency of candidates at an ordinary election also provide the Council with authority to exercise its rights to co-opt any person or persons to fill any vacancies within thirty-five days following the date of the ordinary election.

### **4. Eligibility of Candidates**

4.1. The Council can consider any person to fill a vacancy provided that:

- they are on the parish electoral register, or
- they have resided in the parish for the past twelve months or rented/tenanted land in the parish, or
- their principal place of work is in the parish, or
- they live within three miles (direct) of the parish

4.2. There are certain disqualifications for election, as follows:

- holding a paid office under the local authority
- bankruptcy
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine, during the five years preceding the election
- being disqualified under any enactment in relation to corrupt or illegal practice

4.3. Eligibility of the candidates will be confirmed at Full Council by the Clerk, as per the Local Government Act 1972, s79 and s80.

4.4. All eligible candidates will be invited to attend a meeting of the Full Council following the application deadline. If candidates are unable to attend, the meeting will not be rearranged.

### **5. Applications**

5.1. To assist candidates, a co-option criterion (person specification) has been prepared shown in Appendix A. This will provide candidates with guidance on areas they may wish to include on their application forms.

5.2. Candidates will be requested to:

- confirm their eligibility for the position of Councillor within the statutory rules shown in Appendix B
- submit information about themselves by completing an application form shown in Appendix C.

5.3. Following receipt of application(s), at the next Full Council meeting there will be an agenda item, as follows:

5.4. 'To receive and consider written applications for the office of Town Councillor and to co-opt a candidate to fill the vacancy of Corfe Mullen Town Council.'

5.5. Prior to Full Council, where applications for co-option will be considered, applications will ideally be circulated to all councillors at least three clear days prior to the meeting. If this is

not possible, then applications will be tabled at the meeting and enough time allowed during the meeting for members to consider the applications. All applications will be marked 'strictly confidential' prior to circulation.

## **6. Full Council – Co-option Meeting**

- 6.1. Candidates will have five minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Council.
- 6.2. After presentations have been made, members will have the opportunity to ask candidates a few questions before proceeding to vote. Note: If a candidate is unable to attend the meeting, the application can still be considered, and voting will be based on the application only.
- 6.3. The process will be carried out in a public session and there must be no discussion between members prior to a vote being taken. Note: where the Council are discussing the merits of a candidate and personal attributes, this could be prejudicial, and the Council should resolve to exclude members of the press and public.
- 6.4. If a candidate is a relative of a member, that member should declare a prejudicial interest and withdraw from the meeting.
- 6.5. When all candidates have finished giving their submissions, the Council will proceed to vote with each candidate being proposed and seconded by the members in attendance and a vote by a show of hands. A recorded vote may be requested (Local Government Act 1972, section 12, para. 39).
- 6.6. For a candidate to be elected to the Council, it will be necessary for them to obtain an absolute majority of votes cast (50% plus 1 of the votes available at the meeting).
- 6.7. If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
- 6.8. Only those members present at the meeting may vote upon a person to fill the vacancy. Members will have one vote per vacancy to be filled. The Chair has the casting vote. Votes cannot be made by proxy.
- 6.9. The Clerk will notify Electoral Services of the new appointment, initiate 'Acceptance of Office' paperwork and 'Registration of Interests' within twenty-eight days of being elected.
- 6.10. If insufficient candidates come forward for co-option, the process should continue whereby the vacancies are advertised again.
- 6.11. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. Note: if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or a series of votes.
- 6.12. The Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold an election, where applicable, to fill vacancies.
- 6.13. Any candidate(s) found to be offering inducements of any kind will be disqualified.



## **7. Elected Members – Co-option**

- 7.1. Successful co-opted candidates become members with immediate effect and are no different to any other members.
- 7.2. Co-opted members will be asked to sign a Declaration of Acceptance of Office<sup>4</sup> and agree to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. They may take their seat at the Full Council and then are able to be appointed to a committee.
- 7.3. Any application can be considered in a candidates(s) absence but, if successful, members would need to agree for them to sign the Declaration of Office in accordance with Local Government Act 1972, section 83(3), either before or at the next Full Council meeting.

## **8. Applying for a Casual Vacancy**

- 8.1. Candidates who are interested in applying for a casual vacancy need to wait until the public notice appears. Candidates can write to the Council directly expressing their interest in the casual vacancy and request their application to be considered when it has authority to co-opt (please refer to item no. 2 - Co-option Stage 1).

## **9. Review**

- 9.1. This Co-option policy was presented to the Full Council, for approval and adoption on XX April 2024 minute no. TC 23/XX..
- 9.2. The co-option policy will be reviewed at the beginning of each new council term (usually four years) or when any changes are made, whichever is sooner.

## **10. References**

- 10.1. Data Protection Act 1998
- 10.2. Equality Act 2010
- 10.3. Employment Rights Act 1996
- 10.4. The Human Rights Act 1998
- 10.5. Local Government Act 1972 sch12, para 39
- 10.6. Local Government Act 1972, s.79 and s.80
- 10.7. Local Government Act 1972, s.83(3)
- 10.8. National Association of Local Councils (NALC) Legal Briefing LTN-08

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<sup>4</sup> Local Government Act 1972 s.83(4)

## APPENDIX A - CO-OPTED MEMBER



### PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward thinking.</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> <li>• Ability to listen constructively.</li> <li>• A good team player.</li> <li>• Ability to undertake a variety of projects.</li> <li>• An interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> <li>• Ability and willingness to attend meetings of the Council.</li> <li>• Ability and willingness to represent the Council at other meetings, as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with voluntary and or local community / interest groups.</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations.</li> </ul>

## APPENDIX B – COUNCILLOR CO-OPTION ELIGIBILITY FORM



**Corfe Mullen Town Council**  
**Council Office, Towers Way**  
**Corfe Mullen**  
**Wimborne**  
**BH21 3UA**  
[office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk)  
**Tel: 01202 698600**

Are you a British citizen?	Yes/No
On the 'relevant date' (i.e., the day on which you are nominated or if there is a poll on the day of election) are you 18 years of age or over?	Yes/No
Are you registered as a local government elector for the Town of Corfe Mullen Town Council?	Yes/No
During the whole of the twelve months preceding the date of your co-option, have you occupied as owner or tenant, land or other premises in the Town of Corfe Mullen Town Council	Yes/No
During the whole twelve months preceding your co-option, has your principal or only place of work been in the Town of Corfe Mullen Town Council	Yes/No
During the whole of the twelve months preceding your co-option, have you lived in the Town of Corfe Mullen Town Council or within three miles of Corfe Mullen Town Council	Yes/No
<b>Under the Local Government Act 1972, section 80, a person is disqualified from being elected as a local councillor or being a member of a local council if specific criteria are not met:</b>	
Are you an employee of Corfe Mullen Town Council?	Yes/No
Are you the subject of a bankruptcy restrictions order or interim order?	Yes/No
Within the last five years, have you been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more, without the option of a fine?	Yes/No
Are you disqualified by order of a court from being a member of a local authority?	Yes/No

### Declaration

I, *please insert full name*, hereby confirm that I am eligible for the vacancy of Corfe Mullen Town Council and the information given on this form is a true and accurate record.



## APPENDIX C – APPLICATION FOR CO-OPTION (CASUAL VACANCY)

<b>First Name:</b>	
<b>Surname:</b>	
<b>Full Address</b> (inc postcode):	
<b>Mobile No:</b>	
<b>Landline No:</b>	
<b>Email Address:</b>	
<p><b>Please tell us what experience you can bring to Corfe Mullen Town Council – e.g., previous local government experience, work in the voluntary or charitable sector and/or business experience.</b></p> <p><b>Please continue on an additional page if required.</b></p>	
<p><b>Please tell us the skills that you can bring to Corfe Mullen Town Council – e.g., professional qualifications, financial or project management expertise.</b></p> <p><b>Please continue on an additional page if required.</b></p>	
<p><b>Please explain why you are interested in becoming a Town Councillor.</b></p>	

**Please continue on an additional page if required.**

**Please include any other information you would like to add in support of your application.**

**Please continue on an additional page if required.**

**Are there any questions that you would like to ask Corfe Mullen Town Council?**

**Please continue on an additional page if required.**

**DECLARATION**

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

**Signature:**

**Date:**

**Print Full Name:**

## PRIVACY NOTICE

Corfe Mullen Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulations and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy notice on our website [http://www.corfemullen-tc.gov.uk/Home\\_4077.aspx](http://www.corfemullen-tc.gov.uk/Home_4077.aspx) which provides more details on the processing of data.

### Please send the completed eligibility and application forms to:

Corfe Mullen Town Council  
Council Office, Towers Way  
Corfe Mullen  
Wimborne  
BH21 3UA  
Tel: 01202 698600

or by email to [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk)

### For office use only:

Application checked:	Yes/No	
Application acknowledged:	Yes/No	Date:
Date of Full Council meeting:		Date:
Application decision:	Yes/No	
Applicant notified of decision:	Yes/No	Date

# CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 April 2024**



**Agenda Item: TC 23/295**

**Paper: G**

<b>Subject:</b>	To Consider Request to hold an Event at Corfe Mullen Recreation Ground
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider a request from a member of the public who would like to hold a family picnic at the Recreation Ground.
<b>Background:</b>	None to note.
<b>Key Points:</b>	<p>A request has been received from a Corfe Mullen resident who would like to hold a family picnic for 20-25 people at Corfe Mullen Recreation Ground on Sunday 19 May 2024, from approximately 11 am until 3 pm.</p> <p>As it is a family gathering, they would like to erect a gazebo for shelter. The gazebo will be positioned away from the Sports Pitches, in the Community Orchard.</p> <p>The resident would provide proof of public liability insurance prior to holding the event.</p> <p>The Byelaws state:</p> <p><b>5. Unauthorised erection of structures</b> No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.</p>
<b>Implications:</b>	<p>There is a liability to Council if an incident occurred on Council land and normally events held, would be required to provide evidence of public liability insurance cover.</p> <p>Rubbish being left on site post event.</p> <p>The picnic will be held away from sports pitches so will not affect cricket or football teams.</p>
<b>Recommendation:</b>	<p>To APPROVE the request for a family picnic in the Community Orchard at the Corfe Mullen Recreation Ground on Saturday 19 May 2024 as follows:</p> <ul style="list-style-type: none"> <li>• erect a gazebo as shelter during the event.</li> <li>• £50.00 refundable damage deposit payable to ensure the area was left clear of any rubbish.</li> <li>• Evidence of Public liability insurance in place to be shared with the Council office ahead of the event.</li> </ul>