



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 25 June 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
19 June 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 24/43 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/44 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 24/45 Paper A – TO FOLLOW - Co-option of Town Councillor to Fill a Casual Vacancy** – following the representations from applicants, the Chairman will propose to resolve to exclude members of the public for a short time whilst deliberations are made on the merits of the candidates. The public will be invited to return once those deliberations have been made and a public vote on the applicants will be taken.
- TC 24/46 Paper B – To Approve minutes of the Annual Town Council meeting held on 28 May 2024** – LGA 1972, sch 12, para 41
- TC 24/47 Paper C – 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 24/48 Paper D – To Approve Bank Reconciliation for May 2024**
- TC 24/49 Paper E – To Note the already Approved minutes of Committees:**
- Community Services Committee – 9 April 2024
 - Planning Committee – 21 May 2024
- TC 24/50 Paper F – To Consider and Approve Recommendations from the Community Services Committee**
- TC 24/51 Paper G – TO FOLLOW - To Approve and/or Retrospectively Approve:**
- a) Retrospective – Reschedule Corfe Mullen Youth Trust and Corfe Mullen Village Hall Annual General Meetings Date
 - b) Retrospective – Fire Safety Remedial Works across Town Council sites
 - c) Approve - EICR Remedial Works at Corfe Mullen Recreation Ground Sports Pavilion
 - d) Approve – Additional CCTV at the Council Office/Village Hall and Corfe Mullen Recreation Ground Sports Pavilion
 - e) Approve – Tennis Courts 1 & 2 Fees 2024/25
 - f) Approve – Lone Working Policy
 - g) Approve – Accessible Parking & Drop Off Area
 - h) Retrospective – Felling of Ash Tree at Recreation Ground
- TC 24/52 Paper H – TO FOLLOW – To Approve Additional Office IT – Migrating Email Accounts**
- TC 24/53 Paper I – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/54 Paper J – To Note Update on Sole Trustee of Corfe Mullen Sports Association**
- TC 24/55 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 24/56 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/57 Verbal – To Note Clerk’s Update**
- TC 24/58 Verbal – To Note Mayor’s Report**
- TC 24/59 Verbal – To Note Dorset Councillor Report**
- TC 24/60 Verbal – Matters for Forthcoming Agendas** No decisions can be taken¹
- TC 24/61 To Agree a date and time for the next meeting –Tuesday 23 July 2024 at 19:00 in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 24/62 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/63 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 24/63 Verbal – To Note Staffing Update**
- TC 24/64 Close of meeting**

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



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024

Agenda Item: TC 24/45

Paper: A

Subject:	Co-option to fill the Three Town Councillor Vacancies
Prepared By:	Catherine Horsley, Town Clerk
Purpose of Report:	To consider applications received to fill the three vacancies following the uncontested election on 2 May 2024.
Background:	<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 & Town Councils (DAPTC) advised that the co-option process could commence immediately following the ordinary election with best practice to commence within 2-4 months of the ordinary election.</p> <p>A public notice was published on 7 May 2024 via the Town Council website, Link article and notice boards. The closing date for applications was Thursday 20 June 2024.</p> <p>All eligible candidates have been invited to attend and present at the Full Council meeting. The Council is required to consider the applications and take a vote.</p>
Key Points:	<p>Four applications have been received, shown in Appendix 1. These applications remain CONFIDENTIAL and MUST NOT be discussed by Council prior to the agenda item at the meeting. Applications have been sent separately to the agenda and papers and have been marked 'strictly confidential'.</p> <p>Each applicant has been invited to the meeting to make a representation as to why they would like to take a seat on the Council and there will be a time limit of 5 minutes for each candidate.</p> <p>Once all candidates have spoken, the Chair will resolve to exclude members of the public and press (including the applicants) to enable a discussion to take place about the merits of the candidates. The Chair will recall the public to the meeting with each applicant being proposed and seconded with a show of hands to vote. The vote may be recorded at a Councillors request in accordance with Standing Orders.</p> <p>The Chair will ask members to vote in favour of each candidate to be co-opted onto the Council. Each member will have one vote per candidate. The candidate with the least number of votes is eliminated. Members will then vote to co-opt the remaining three</p>

	<p>candidates onto the Council. In the event of a tie, the Chair of the Council has the casting vote.</p> <p>Once candidate(s) are elected, they become a Councillor with immediate effect and may join the meeting as a Councillor should they wish to do so. They will be required to complete the Statutory Declaration of Acceptance of Office at the meeting and the Declaration of Interests within the statutory timescale.</p> <p>An induction will be scheduled with the Clerk to go through new councillor training and obtain all the necessary information and answer any queries the new councillor(s) may have.</p>
Implications:	The Town Council is not obliged to fill the three vacancies, however, failure to appoint will result in further advertising to fill the vacancies with the potential of holding a by-election.
Recommendation:	NONE.



Minutes of the Annual Meeting of Corfe Mullen Town Council
held on Tuesday 28 May 2024 at 19:30 in the Small Hall of the Village Hall

Present: **Councillors**
D Sowry-House (Chair)
J Bonham
A Craven
S Florek
L Hardy
S Jefferies
J Lortie
P Neil
V Papilio

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

Public Participation

There were two members of the public present, neither of whom wished to speak.

TC 24/22 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs A & P Holland due to medical reasons.

TC 24/23 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

TC 24/24 Paper A - To Approve minutes of the Town Council meeting held on 14 May 2024
(LGA 1972, sch 12, para 41)

The minutes of the meeting held on 14 May 2024 were **APPROVED**.

TC 24/25 Paper B - To Approve Accounts for Payment

Cllr Craven raised the following queries:

Line 196: Was the invoice total, the cost of repairs following the EICR inspection. The Clerk confirmed the cost related to the inspection and repairs to lights in two changing rooms at the Sports Pavilion. The work required as a result of the EICR inspection would be invoiced separately.

Line 191: Why was a re-test required. The Clerk reported a retest was required in the Sports Pavilion prep room following repairs to the water heater.

Line 173: How often were the ride-on mowers used and should consideration be given to contractors carrying out all grass cutting, negating the need for the Grounds Team to use ride-on mowers and associated costs for repairs and maintenance of

equipment. The Clerk confirmed contractors cut the larger grassed areas. However, the Grounds Team were still responsible for the allotment site, cemeteries and edges of sites cut by the contractors.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £22,547.80

TC 24/26 Paper C – Summary of Income & Expenditure and Reserves Balance Reports for the financial year ended 31 March 2024

The Clerk presented the report, noting the general reserves fund as at 31 March 2024 was £315,498.76, equating to circa 6 months operating costs and included £60,000 allocated to cover the 2024/25 budget shortfall. The recommendation was to hold a minimum of 3-6 months operating costs.

The Clerk reiterated the Council's reserves were at the higher recommended limit, noting public consultation relating to the re-development of the Sports Pavilion should commence during the 2024/25 financial year.

Cllr Craven raised the following queries:

Line 74: Why were there no figures shown against Allotment rent. The Clerk confirmed allotment rent was shown under line 4.

The report was **RECEIVED** and **NOTED**.

TC 24/27 Paper D – To Receive and Note the final report of the Internal Auditor for the year ended 31 March 2024

Cllrs Lortie and Craven congratulated the Clerk and staff on the positive report received from the Internal Auditor.

The Clerk presented the report, noting the following:

Control B – VAT partial exemption: The Council would need to be mindful of the VAT position, particularly during the rebuild of the Sports Pavilion and seek professional advice.

Control G – The names of staff members leaving or joining the Council to be recorded in the minutes.

Control H – Only assets over the value of £250 to be included on the Asset Register going forward.

The Clerk reminded members that their register of interests needed to be submitted to Dorset Council by 28 May 2024.

The report was **RECEIVED** and **NOTED**.

TC 24/28 Paper E – To Consider and Approve the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024

The Clerk presented the Annual Governance and Accountability Return Form 3 for the 2023/24 financial year, noting the External Auditor had confirmed an intermediate audit was required, due to the Council's income and expenditure being in excess of £500,000.

It was **RESOLVED** to **APPROVE** the Annual Governance Statement for year ended 31 March 2024. The Chair and Clerk duly signed section 1 at the end of the meeting.

It was **RESOLVED** to **APPROVE** the Accounting Statement 2023/24 which had been prepared and signed by the RFO, with the Chair duly signing section 2 at the end of the meeting.

The completed Annual Governance and Accountability Return for year ending 31 March 2024, along with supporting documents would be submitted to the External Auditor by 1 July 2024.

TC 24/29 Paper F – To Confirm and Note the dates for the Notice of Public Rights and Publications of the Unaudited Annual Governance & Accountability Return (AGAR)

The Clerk confirmed the dates for the period of exercise of public rights would commence on Tuesday 4 June 2024 and end on Monday 15 July 2024.

The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for Accounts ending 31 March 2024 was **NOTED**.

TC 24/30 Paper G – To Declare any Conflicts of Interest with the External Auditor, BDO

It was **RESOLVED** that there were no conflicts of interest with the External Auditor, BDO LLP declared.

TC 24/31 Paper H – To Note the already Approved minutes of the Committees:

- Staffing Committee – 29 November 2023
- Finance & Administration Committee – 4 January 2024
- Planning Committee – 9 April 2024
- Planning Committee – 23 April 2024

The already approved minutes were **NOTED**.

TC 24/32 Paper I – To Consider and Approve Recommendations from the Finance & Administration Committee

The Clerk presented the report, noting the Q4 Budget Monitoring Report and Reserves Balance report presented to the Committee was shown in Paper C, Appendix 1.

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

- Updated Bank Mandate and Signatories to remove Paul Harrison, Dave Everett and David Mattocks and replace with Cllrs Adrian Craven, Jocelyn Lortie and Vanessa Papilio.
- General and Earmarked Reserves Policy.
- Investment Strategy Policy.
- Use of variable Direct Debits, BACs and CHAPs payment methods.
- Fund Transfer from the Co-operative Bank to the Public Sector Deposit Fund (PSDF) on 1 May 2024 totalling £260,000.

TC 24/33 Paper J – To Review and Approve the Council's and/or Staff Subscriptions to Other Bodies

The Council's and/or Staff Subscriptions to other bodies during 2024/25 were **REVIEWED** and **NOTED**.

TC 24/34 Paper K – To Review and Approve Council Policies & Procedures

The Clerk presented the report, noting approval was sought for the Council's complaints policies, policies and procedures in respect of the Council's obligations under the Freedom of Information Act and Data Protection legislation along with the Press & Media Policy and the Council's employment policies and procedures.

It was **RESOLVED** to **APPROVE** the draft policies & procedures as follows:

- Complaints Procedure
- Vexatious Complaints Policy
- Data Breach Policy
- Data Protection Policy
- Model Publication Scheme
- Subject Access Request Policy & Procedure
- Data Privacy Notice
- Press & media Policy
- Absence Management Policy
- Capability Procedure
- Dignity at Work Policy
- Equality & Diversity Policy
- Safeguarding Policy

TC 24/35 Paper L – To Approve and/or Retrospectively Approve

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

- 1) **Installation of electricity meter at the Grounds Unit:** To install a new in-line sub-meter to the electrical supply to allow the Council to monitor kWh usage at the Grounds Unit at a total cost of £249.99+VAT.

This work has not been completed due to requiring access to the Scouts Hut. The Clerk has emailed the Scouts to gain access, however to date, no response has been received.

- 2) **EICR remedial works at Corfe Mullen Recreation Ground Sports Pavilion at a total cost of £360.00+VAT as follows:**

- Replace the lighting contractor box which has a broken lid and a hole in the side.
- Replace the male WC surface 1g switch which has a hole in the side.
- Replace the non-IP rated LED baton in shower changing room two for a new non-corrosive LED IP rated fitting.
- Replace the 1g metal clad switch which has an incorrect plate supplying the shower room light in changing room two for a new unit.
- Install support fixings on the 1x unsupported cable in the old immersion heater cupboard.
- Investigate and locate the loading of circuit 13.
- Replace one times cracked surface double socket in the hallway by room 10.

Further investigation relating to the work to upgrade to the DB1 & DB2 was required. The Deputy Clerk agreed to liaise with the electrical contractor to arrange a site visit with Cllrs Neil and P Holland prior to approval of upgrade.

- 3) **Installation of water meter at the Grounds Unit:** To supply and install a water meter to the water supply at the Grounds Unit to allow the Council to monitor usage at a total cost of £160.83+VAT. Meter to be installed on 4 June 2024.
- 4) **Corfe Mullen United Juniors to hold event at the Recreation Ground:** Annual end of season presentation on Saturday 27 April 2024 from 9.15am to 12.30pm.
- 5) **Corfe Mullen Beavers to Complete Gardening Badge at the Allotment site:** Group of approximately 15 beavers to visit the site with their leaders on 6 June 2024 from 5.15pm to 6.15pm.

TC 24/36 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk reported since the last meeting the ‘steep drop’ signs in the new cemetery had been removed and were found at the bottom of the steep drop on Newtown Lane. The signs had been recovered and re-installed by the Grounds Team. Graffiti had been removed by the Grounds Team at the Recreation Ground skate park, octagon play equipment in the Recreation play area had been damaged with replacement parts to be progressed along with large amounts of rubbish and smashed glass bottles found at Towers Way, particularly by the MUGA. All items had been reported to Dorset Police 101 and the local Police Community Support Officer (PCSO).

The update was **NOTED**.

TC 24/37 Verbal – To Note Clerk’s Update

The Clerk provided an update as follows:

- HMRC Compliance Payroll Audit completed on 25 April 2024, with no issues identified.
- Dorset Clerk’s met virtually with the Chief Executive of Dorset Council to receive an update on the make up of Dorset Council following the 2 May 2024 elections and how Officers were reviewing the Liberal Democrats priorities as the majority party versus the financial impact to Dorset Council.
- Corfe Mullen Lawn Tennis Club to hold an open day on 29 June 2024, with a banner placed on the tennis courts fencing to promote the event as previously.
- Recent activities taking place on site at 113 Wimborne Road are being investigated by the Dorset Council Environmental Officer.
- Legionella testing carried out across all Town Council sites. However, re-testing to take place in the prep area at the sports pavilion due to minimal legionella bacteria identified as a result of a faulty water heater.
- Dorset Council had provided guidance and costs to the Town Council relating to the use of the Piddlehinton Traveller Transit site to be used under section 62.
- Pre-election period commenced on 25 May 2024 which applies to all local authorities. Awaiting further guidance from Dorset Association of Parish & Town Councils (DAPTC). *Following the meeting, DAPTC confirmed the pre-election period commenced on 4 June 2024 not 25 May 2024 as previously stated.*
- Springdale Road car park and the Village Hall to be used as Polling Stations for the General Election on 4 July 2024.
- Met with Corfe Mullen Junior Tennis Club coaches to understand how the club was doing, and the challenges faced with the cost-of-living crisis.
- Office IT upgrade due on 6-7 June 2024.
- Replacement memorial bench in place at Towers Way to replace the damaged bench to commemorate the Platinum Jubilee of the late Queen Elizabeth II.
- Reminder to all members to complete their Councillor profiles for the website, mandatory training, Register of Interests and Election expenses.

The update was **NOTED**.

TC 24/38 Verbal – To Note Mayor’s Report

The Mayor reported attendance of civic events had been disbanded during the pre-election period as a result of campaigning for the General Election on 4 July 2024.

The update was **NOTED**.

TC 24/39 Verbal – To Note Dorset Councillors Report

Cllrs Sowry-House and Florek provided the following updates:

- Attending Dorset Council training with some scheduled meetings cancelled due to the pre-election period.
- Liaising with the Dorset Council Environmental Officer relating to 113 Wimborne Road, Corfe Mullen.
- Feasibility of Dorset Town & Parish Clerks having access to Dorset Council Microsoft Office 365 for sharing and communicating information.

The update was **NOTED**.

TC 24/40 Matters for Forthcoming Agendas No decisions can be taken¹

Cllr Jefferies provided a positive update on the current situation with the Beacon Hill Landfill site, noting Suez had recently reached an agreement with Dorset Council’s legal team on the section 106 wording. However, SUEZ only leased the land, therefore, would need the landowners, Beacon Hill Brick Company to sign up too.

Suez had advised that the situation with regards to landfill waste had changed and consequently the final cell 13, may be filled with inert waste. Inert material/soils work under a specific type of environmental permit whereby it was classed as recovery rather than disposal, therefore, not classed as landfill requiring the same high level of engineering.

It was noted Natural England had visited the site earlier in the week and were very pleased with the heathland restoration.

Cllr Craven asked for an update on purchasing and installing of bus shelters on Wareham Road. The Deputy Clerk confirmed an update would be provided at the next Community Services Committee meeting scheduled on 11 June 2024.

TC 24/41 To Agree a date and time for the next meeting – Tuesday 25 June 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

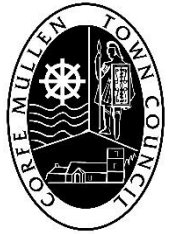
TC 24/42 Close of meeting at 20:50.

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

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

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024



Agenda Item: TC 24/47

Paper: C

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE Accounts for Payment totalling £31,667.47.

Accounts for Payment - 25 June 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
279	24.06.2024	£6.80	Postage	Swanage Post Office	Card	Stamps
278	26.06.2024	£154.02	Fire Safety	Dorset Fire & Security	IB	Sports Pavilion maintenance
277	26.06.2024	£237.16	Fire Safety	Dorset Fire & Security	IB	Office maintenance
276	05.07.2024	£3.98	BACs Charges	The Co-Operative Bank	IB	
275	06.07.2024	£134.69	Electricity Usage	British Gas	DD	Sports Pavilion maintenance
274	25.06.2024	£11.39	Mobile Costs	EE	DD	Grounds Team
273	26.06.2024	£15.99	CMVH Items	Trade UK (Screwfix)	IB	To be reimbursed
272	26.06.2024	£31.12	Materials & Supplies	Trade Uk (B&Q)	IB	Various for Office and CMVH to be reimbursed
271	26.06.2024	£74.23	Uniform	Arco Ltd.	IB	All weather jacket for PS
270	26.06.2024	£9.59	Materials & Supplies	Amazon Payments UK Ltd.	IB	Cable ties for Grounds Team
269	26.06.2024	£60.00	Training	Dorset Association of Parish and Town Councils	IB	AH & JB Intro to Planning
268	26.06.2024	£9.39	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
267	26.06.2024	£9.90	Materials & Supplies	Amazon Payments UK Ltd.	IB	Moth balls for Allotments
266	04.07.2024	£335.00	Vehicle Tax	DVLA	DD	Nissan Nivara
265	26.06.2024	£3,780.00	Maintenance	Treestuff Ltd	IB	Tree Survey non urgent tree works
264	26.06.2024	£91.20	Security	Secure Alarms	IB	Grounds Unit Intruder Alarm Annual Maintenance
263	26.06.2024	£7,641.25	CMYT Grant	Corfe Mullen Youth Trust	IB	Q1 2024/25
262	25.06.2024	£1,253.20	PAYE	HMRC	IB	
261	25.06.2024	£1,863.98	NIC	HMRC	IB	
260	25.06.2024	£3,872.94	Pension Contributions	DCPF	IB	
259	25.06.2024	£11,037.01	Salaries	Central Computer Management Ltd	BACs	
258	26.06.2024	£118.80	Maintenance	The Drain Team (Dorset) Limited	IB	Office maintenance
257	26.06.2024	£84.00	Maintenance	Unique Fire & Security Ltd.	IB	CCTV maintenance
256	24.06.2024	£105.67	Fuel	UK Fuels Limited	DD	Truck & equipment
255	19.06.2024	£6.00	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Chapel electricity
254	26.06.2024	£204.00	Equipment	Redlynch Leisure Installations	IB	Replacement play equipment parts
253	26.06.2024	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	IB	

Accounts for Payment - 25 June 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
252	26.06.2024	£30.00	Training	Dorset Association of Parish and Town Councils	IB	LH Intro to Planning
251	26.06.2024	£40.00	Training	Dorset Association of Parish and Town Councils	IB	JL New Clr Essentials
250	28.06.2024	£117.23	Gas Usage	British Gas	DD	Sports Pavilion
249	29.06.2024	£148.99	Utilities	British Gas	DD	Office
248	26.06.2024	£71.98	Uniform	Arco Ltd.	IB	Boots for PS
247	26.06.2024	£13.99	Materials & Supplies	Amazon Payments UK Ltd.	IB	Mouse traps for office
246	26.06.2024	£18.00	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
182	20.06.2024	£26.53	Materials & Supplies	NLS Security Ltd incorporating Lock Shop Direct	Card	New mortice lock for public toilets at Rec
TOTAL:		£31,667.47				



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024

Agenda Item: TC 24/48

Paper: D

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

	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		590,612.10
	ADD Receipts 01/04/2024 - 31/05/2024		302,645.08
	SUBTRACT Payments 01/04/2024 - 31/05/2024		893,257.18
			57,341.76
A	Cash in Hand 31/05/2024 (per Cash Book)		835,915.42
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2024	0.00
	Cooperative Current Account	31/05/2024	53,196.05
	Public Sector Deposit Fund	31/05/2024	782,862.84
			836,058.89
	Less unrepresented payments		143.47
			835,915.42
	Plus unrepresented receipts		
B	Adjusted Bank Balance		835,915.42
	A = B Checks out OK		

Corfe Mullen Town Council

19 June 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	Rates	01/05/2024	TC 24/06	Cooperative Current	DD	Rates	Dorset Council	Z	432.00		432.00
12	Utilities	01/05/2024	CS 23/66	Cooperative Current	DD	Water Usage	Water2business	Z	40.06		40.06
117	Rates & Utilities	01/05/2024	TC 24/06	Cooperative Current	DD	Rates	Dorset Council	Z	227.00		227.00
8	Rates & Utilities	01/05/2024	CS 23/66	Cooperative Current	DD	Water Usage	Water2business	Z	19.54		19.54
113	Street Lighting and Furniture	01/05/2024	TC 24/06	Cooperative Current	DD	Electricity Usage	SSE Energy Solutions (Sou	L	188.31	9.42	197.73
154	CCLA transfers	01/05/2024		Cooperative Current	CHAPS	Bank Charges	The Co-Operative Bank	Z	25.00		25.00
12	VH Reimbursement	01/05/2024	CS 23/66	Cooperative Current	DD	Water Usage	Water2business	Z	120.18		120.18
85	Pavilion - Utilities	03/05/2024	TC 23/290	Cooperative Current	DD	Gas Usage	British Gas	L	253.51	12.68	266.19
109	Bank Charges	03/05/2024	TC 24/06	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	3.98		3.98
89	Pavilion - Utilities	06/05/2024	TC 23/290	Cooperative Current	DD	Electricity Usage	British Gas	L	178.78	8.94	187.72
115	Vehicle Fuel	06/05/2024	TC 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	125.58	25.12	150.70
115	Equipment Fuel	06/05/2024	TC 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	13.69	2.74	16.43
181	Vehicle Fuel	12/05/2024		Cooperative Current	DD	Fuel	UK Fuels Limited	S	-81.00	-16.20	-97.20
181	Equipment Fuel	12/05/2024		Cooperative Current	DD	Fuel	UK Fuels Limited	S	13.66	2.73	16.39
147	Vehicle Fuel	13/05/2024	TC 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	14.95	2.99	17.94
108	Cleaning Materials & Supplies	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	8.29	1.66	9.95
105	Tools & Equipment	15/05/2024	TC 24/06	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	12.16	2.43	14.59
119	Ground Staff Building (premise	15/05/2024	TC 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
128	Ground Staff Building (premise	15/05/2024	TC 24/06	Cooperative Current	IB	Health & Safety	Direct 365 Online Limited	S	350.00	70.00	420.00
119	Public Toilets	15/05/2024	TC 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	360.00	72.00	432.00
123	PPE & Uniform	15/05/2024	TC 24/06	Cooperative Current	IB	Uniform	Arco Ltd.	S	45.44	9.09	54.53
133	Cleaning Materials & Supplies	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	11.66	2.33	13.99
131	Cleaning Materials & Supplies	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	6.88	1.38	8.26
144	Security (Alarm & CCTV)	15/05/2024	TC 24/06	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	620.00	124.00	744.00
116	Security (Alarm & CCTV)	15/05/2024	TC 24/06	Cooperative Current	IB	Maintenance	Unique Fire & Security Ltd.	S	250.00	50.00	300.00
134	Tools & Equipment	15/05/2024		Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	-17.30	-3.46	-20.76
137	Contractor Costs	15/05/2024	TC 24/06	Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch'	S	1,019.00	203.80	1,222.80
126	Pavilion - Health & Safety	15/05/2024	TC 24/06	Cooperative Current	IB	Fire Safety	Dorset Fire & Security	S	125.00	25.00	150.00
127	Pavilion - Health & Safety	15/05/2024	TC 24/06	Cooperative Current	IB	Fire Safety	Dorset Fire & Security	S	69.99	13.99	83.98
129	Pavilion - Health & Safety	15/05/2024	TC 24/06	Cooperative Current	IB	Health & Safety	Direct 365 Online Limited	S	380.00	76.00	456.00
119	Pavilion - Cleaning & Supplies	15/05/2024	TC 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	516.00	103.20	619.20
132	Pavilion - Maintenance	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	13.39	2.68	16.07
155	Staff Training	15/05/2024	TC 24/06	Cooperative Current	IB	Training	Dorset Association of Parisi	Z	60.00		60.00
157	Councillor Training	15/05/2024	TC 24/06	Cooperative Current	IB	Training	Dorset Association of Parisi	Z	140.00		140.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
156	Councillor Training	15/05/2024	TC 24/06	Cooperative Current	IB	Training	Dorset Association of Parisi	Z	140.00		140.00
141	Audit Fees	15/05/2024	TC 24/06	Cooperative Current	IB	Audit Fees	Do the Numbers Ltd.	Z	800.00		800.00
140	Meeting Room Hire	15/05/2024	TC 24/06	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	166.50		166.50
120	Meeting Room Hire	15/05/2024	TC 24/06	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	39.00		39.00
111	Civic Expenses	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Staff	Z	16.00		16.00
145	Health & Safety Services	15/05/2024	TC 24/06	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
107	Printing/Postage/Stationery	15/05/2024	TC 24/06	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	14.47	2.89	17.36
106	Printing/Postage/Stationery	15/05/2024	TC 24/06	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	3.73	0.75	4.48
104	Printing/Postage/Stationery	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	4.82	0.96	5.78
124	Fire and Security	15/05/2024	TC 24/06	Cooperative Current	IB	Fire Safety	Dorset Fire & Security	S	80.00	16.00	96.00
125	Fire and Security	15/05/2024	TC 24/06	Cooperative Current	IB	Fire Safety	Dorset Fire & Security	S	45.00	9.00	54.00
132	Office Cleaning (inc Windows)	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	5.97	1.20	7.17
121	Office Cleaning (inc Windows)	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	PHS Group Plc	S	21.74	4.35	26.09
119	Office Cleaning (inc Windows)	15/05/2024	TC 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	21.50	4.30	25.80
164	VH Reimbursement	15/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-26.09		-26.09
165	VH Reimbursement	15/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-120.18		-120.18
162	VH Reimbursement	15/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-14.96		-14.96
163	VH Reimbursement	15/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	3.49		3.49
160	VH Reimbursement	15/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-29.17		-29.17
161	VH Reimbursement	15/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-41.40		-41.40
121	VH Reimbursement	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	PHS Group Plc	Z	26.09		26.09
104	VH Reimbursement	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	Z	29.17		29.17
114	VH Reimbursement	15/05/2024	TC 24/06	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	14.96		14.96
130	CMYT - Reimbursement	15/05/2024	TC 24/06	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	17.88		17.88
132	CMYT - Reimbursement	15/05/2024	TC 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	Z	21.00		21.00
158	CMYT - Reimbursement	15/05/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-17.88		-17.88
159	CMYT - Reimbursement	15/05/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-21.00		-21.00
149	Water	16/05/2024	TC 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	122.29		122.29
152	Pavilion - Utilities	17/05/2024	TC 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	19.74		19.74
151	Pavilion - Utilities	17/05/2024	TC 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	27.52		27.52
153	Utilities	17/05/2024	TC 23/06	Cooperative Current	DD	Water Usage	Waterplus	Z	13.80		13.80
150	Rates & Utilities	17/05/2024	TC 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	8.54		8.54
153	VH Reimbursement	17/05/2024	TC 23/06	Cooperative Current	DD	Water Usage	Waterplus	Z	41.40		41.40
148	Telephone/Internet	18/05/2024	TC 24/06	Cooperative Current	DD	Monthly Subscription	Buzz Networks Ltd.	S	40.01	8.00	48.01

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
182	Tools & Equipment	20/05/2024		Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S			
138	Employment Services	20/05/2024	TC 24/06	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
146	Vehicle Fuel	20/05/2024	TC 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	35.37	7.08	42.45
146	Vehicle Fuel	20/05/2024	TC 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	81.00	16.20	97.20
146	Equipment Fuel	20/05/2024	TC 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	12.40	2.48	14.88
142	Waste & Recycling	21/05/2024	TC 24/06	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	401.45		401.45
142	Pavilion - Waste	21/05/2024	TC 24/06	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	49.84		49.84
142	Office - Waste Collection	21/05/2024	TC 24/06	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	31.16		31.16
166	Salaries	24/05/2024	TC 24/25	Cooperative Current	IB	Salaries	Central Computer Manager	Z	10,623.61		10,623.61
169	PAYE	24/05/2024	TC 24/25	Cooperative Current	IB	PAYE	HMRC	Z	1,666.60		1,666.60
168	National Insurance	24/05/2024	TC 24/25	Cooperative Current	IB	NIC	HMRC	Z	1,863.98		1,863.98
167	Pension	24/05/2024	TC 24/25	Cooperative Current	IB	Pension Contributions	DCPF	Z	3,872.94		3,872.94
221	Telephone/Broadband/Mobiles	24/05/2024	CS 24/06	Cooperative Current	DD	Mobile Costs	EE	S	9.49	1.90	11.39
27	Ground Staff Building (premise	25/05/2024	CS 23/66	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.67	3.73	22.40
199	Street Lighting and Furniture	25/05/2024	TC 24/25	Cooperative Current	DD	Electricity Usage	SSE Energy Solutions (Sou	S	63.65	12.73	76.38
200	Street Lighting and Furniture	26/05/2024	TC 24/25	Cooperative Current	DD	Electricity Usage	SSE Energy Solutions (Sou	S	59.56	11.91	71.47
194	Health & Safety Services	27/05/2024	TC 24/25	Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
201	Street Lighting and Furniture	27/05/2024	TC 24/25	Cooperative Current	DD	Electricity Usage	SSE Energy Solutions (Sou	S	63.69	12.74	76.43
197	Cleaning Materials & Supplies	29/05/2024	TC 24/25	Cooperative Current	IB	Materials & Supplies	Trade UK (B&Q)	S	17.67	3.53	21.20
176	Cleaning Materials & Supplies	29/05/2024	TC 24/25	Cooperative Current	IB	Materials & Supplies	MBWilkes	S	99.48	19.90	119.38
170	Cleaning Materials & Supplies	29/05/2024	TC 24/25	Cooperative Current	IB	Health & Safety	Amazon Payments UK Ltd.	S	5.49	1.10	6.59
191	Pavilion - Health & Safety	29/05/2024	TC 24/25	Cooperative Current	IB	Health & Safety	Direct 365 Online Limited	S	80.00	16.00	96.00
196	Pavilion - Health & Safety	29/05/2024	TC 24/25	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	500.00	100.00	600.00
172	Pavilion - Utilities	29/05/2024	TC 24/25	Cooperative Current	DD	Electricity Usage	British Gas	L	174.41	8.72	183.13
192	Pavilion - Cleaning & Supplies	29/05/2024	TC 24/25	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing	S	6.63	1.33	7.96
174	Pavilion - Maintenance	29/05/2024	TC 24/25	Cooperative Current	IB	Maintenance	BURNSgas Ltd	S	75.00	15.00	90.00
175	Pavilion - Maintenance	29/05/2024	TC 24/25	Cooperative Current	IB	Maintenance	BURNSgas Ltd	S	202.15	40.43	242.58
180	Pavilion - Maintenance	29/05/2024	TC 24/25	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	5.16	1.02	6.18
196	Pavilion - Maintenance	29/05/2024	TC 24/25	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	170.00	34.00	204.00
177	Office IT & Software	29/05/2024	TC 24/25	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
190	Meeting Room Hire	29/05/2024	TC 24/25	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	111.00		111.00
185	Office IT & Software	29/05/2024	TC 24/25	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	49.16	9.83	58.99
195	Office IT & Software	29/05/2024	TC 24/25	Cooperative Current	IB	Annual Subscription	Starboard Systems Ltd, TA	S	505.44	101.09	606.53
186	Printing/Postage/Stationery	29/05/2024	TC 24/25	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	5.94	1.19	7.13
192	Office Cleaning (inc Windows)	29/05/2024	TC 24/25	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing	S	6.63	1.33	7.96

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
173	Plant Maintenance	29/05/2024	TC 24/26	Cooperative Current	IB	Maintenance	Christchurch Garden Machi	S	198.62	39.72	238.34
209	VH Reimbursement	29/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-7.96		-7.96
208	VH Reimbursement	29/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-9.00		-9.00
207	VH Reimbursement	29/05/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-40.90		-40.90
192	VH Reimbursement	29/05/2024	TC 24/25	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing	Z	7.96		7.96
188	VH Reimbursement	29/05/2024	TC 24/25	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	9.00		9.00
179	VH Reimbursement	29/05/2024	TC 24/25	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	40.90		40.90
183	CMYT - Reimbursement	29/05/2024	TC 24/25	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	33.75		33.75
184	CMYT - Reimbursement	29/05/2024	TC 24/25	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	42.10		42.10
187	CMYT - Reimbursement	29/05/2024	TC 24/25	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	18.99		18.99
193	CMYT - Reimbursement	29/05/2024	TC 24/25	Cooperative Current	IB	CMYT Items	Eastern Shires Purchasing	Z	87.60		87.60
204	CMYT - Reimbursement	29/05/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-33.75		-33.75
205	CMYT - Reimbursement	29/05/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-42.10		-42.10
206	CMYT - Reimbursement	29/05/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-18.99		-18.99
210	CMYT - Reimbursement	29/05/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-87.60		-87.60
178	Plant Maintenance	31/05/2024	TC 24/25	Cooperative Current	IB	Materials & Supplies	Nikki Gray	Z	25.00		25.00
Total									28,641.43	1,419.04	30,060.47

Corfe Mullen Town Council

19 June 2024 (2024-2025)

RECEIPTS LIST

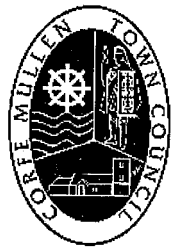
Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
65	Allotment Rents	01/05/2024		Cooperative Current	Cash	Allotment Rent	Allotment Holders	Z	25.00		25.00
67	Tennis Court Fees	01/05/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.50		5.50
68	Tennis Court Fees	01/05/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.50		5.50
69	Tennis Court Fees	01/05/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.50		5.50
70	Pavilion Lounge Hire	01/05/2024		Cooperative Current	IB	Lounge Hire Fees	Hilary Diffey	Z	15.00		15.00
118	Bank Interest	02/05/2024		Public Sector Deposits	IB	Bank Interest	PSDF	Z	2,231.48		2,231.48
77	Allotment Rents	02/05/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	9.15		9.15
81	Tennis Court Fees	03/05/2024		Cooperative Current	IB	Tennis Court Fees	Corfe Mullen Junior Tennis	Z	16.00		16.00
80	Tennis Court Fees	03/05/2024		Cooperative Current	IB	Tennis Court Fees	Corfe Mullen Junior Tennis	Z	184.00		184.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
83	Pavilion Lounge Hire	07/05/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	24.00		24.00
84	Pitch Fees	08/05/2024		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
82	Tennis Court Fees	08/05/2024		Cooperative Current	IB	Tennis Court Fees	Corfe Mullen Junior Tennis	Z	200.00		200.00
78	Tennis Court Fees	08/05/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
78	Tennis Court Fees	08/05/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
78	Tennis Court Fees	08/05/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
78	Tennis Court Fees	08/05/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
86	Tennis Court Fees	10/05/2024		Cooperative Current	IB	Tennis Court Fees	Abby Andrew	Z	7.50		7.50
99	Cemetery Fees	13/05/2024		Cooperative Current	IB	Cemetery Fees	Excalibur	Z	50.00		50.00
98	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
98	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
98	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
101	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
102	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
102	Pitch Fees	13/05/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
100	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
100	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
100	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	18.75		18.75
100	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	3.75		3.75
100	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
100	Tennis Court Fees	13/05/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
107	Pitch Fees	14/05/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No		Description	Supplier	VAT Type	Net	VAT	Total	
103	Allotment Rents	15/05/2024		Cooperative	Current	Account	IB Allotment Rent	Allotment Holders	Z	11.20		11.20	
104	Pitch Fees	16/05/2024		Cooperative	Current	Account	IB Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00	
104	Pitch Fees	16/05/2024		Cooperative	Current	Account	IB Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00	
104	Pitch Fees	16/05/2024		Cooperative	Current	Account	IB Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00	
104	Pitch Fees	16/05/2024		Cooperative	Current	Account	IB Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00	
106	Tennis Court Fees	22/05/2024		Cooperative	Current	Account	IB Tennis Court Fees	Rose Kempshall	Z	7.50		7.50	
109	Tennis Court Fees	29/05/2024		Cooperative	Current	Account	IB Tennis Court Fees	Sara Butt	Z	7.50		7.50	
85	VAT Reclaim	10/05/2024		Cooperative	Current	Account	IB VAT Reclaim	HMRC	Z		9,157.86		
									Total		5,468.83		14,626.69



**Minutes of the Community Services Committee held on Tuesday 9 April 2024 at 19:50
in the Small Hall of the Village Hall, Towers Way, Corfe Mullen**

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

In Attendance: Catherine Horsley (Town Clerk & RFO – Minute taker)

Public Participation

There was one member of the public present, whom did not wish to speak.

CS 23/63 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr P Purvis who had a prior commitment and Cllr B Honeyman due to personal reasons.

CS 23/64 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 no. CS 23/67 – To note update on amenities, due to a family members request for a bus shelter on Wareham Road at the Windgreen roundabout.

CS 23/65 Paper A - To Approve minutes of meeting held on 13 February 2024 LGA 1972, sch 12, para 41

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

CS 23/66 Paper B - To Approve Accounts for Payment

The Clerk noted the several water utilities bill was as a result of change of suppliers to a more competitive rate, therefore reducing the water costs to the Council.

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £8,521.15.

CS 23/67 Paper C - To Note Update for Amenities

The Clerk presented the report, noting the following updates:

- Bus Shelters on Wareham Road: Dorset Council Highways advised they would carry out a further site visit relating to request for cantilever style bus shelters in both directions on Wareham Road at the Windgreen Roundabout. However, they had previously raised concerns with the style of shelter northbound, due to visibility and the prevailing winds in this location. This matter was ongoing with Dorset Council Highways.
- Soak Aways: The Guides had raised a complaint relating to the main drains at the Guide hut due to sewage smells following heavy rainfall, which had been ongoing for some time and felt the issue was not with their building. The Clerk advised that none of the other buildings at the Recreation Ground had experienced the same issue, therefore suggested the Guides engaged with a contractor to ascertain the problem, ahead of the Council carrying out any work to the soak aways.
- Installation of RADAR system for public toilets: The Clerk noted the quotations received to date, however costs were awaited for the door metal plates and electrician costs. It was anticipated the total cost for installation would be in excess of £2000, which was unbudgeted.
- Astroturf Cricket Wicket: Use of the wicket by Wimborne Cricket Club would provide additional income to the Council when the wicket was not in use by Corfe Mullen Cricket Club.
- Henbury View Play Area: The planting of hedging on the boundary adjacent to Hillside Road to be considered following complaint from a nearby resident.
- Annual Playground Inspections: The Councils Health & Safety consultants, Peninsula had confirmed the annual playground inspections were conducted not the annual health & safety inspection which was scheduled on the 10-11 April 2024.
- Tree Survey: The high-risk tree work was completed during 2023/24. However, consideration to be given to non-urgent work being carried out during 2024/25, noting the budget allocated was £8000.

Members discussed the quotations to carry out the required works versus the allocated budget in the 2024/25 financial year.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council to **APPROVE** the following:

- To pause installation of RADAR system for the public toilets at the Recreation Ground and to investigate costs of vandal proof sanitary wear.
- To allow Wimborne Cricket Club use of the Astroturf cricket wicket at the Recreation Ground.
- 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.
- To not proceed with any further planting at the Henbury View Play Area.
- To proceed with non-urgent tree works over the 2024/25 and 2025/26 financial years.

CS 23/68

Paper D - To Note Update on the Allotments

The Clerk presented the report, noting an existing plot holder had kindly offered their raised bed to the disabled person on the waiting list and was in the process of transferring to another available plot.

The update was **NOTED**.

CS 23/69 Paper E - To Note Update on the Cemeteries

The Clerk presented the report, noting quotations were being obtained to replace the walls and pillars at the front of the new cemetery along with designs for memorial walls. Members noted the new memorial bench in the new cemetery and the positive outcome for the families involved.

Cllr Craven asked if the Grounds Team laid down any of the unsafe memorials, particularly in the old cemetery. The Clerk confirmed they did, and that the office try to make contact and advise the burial right holders, where possible.

The update was **NOTED**.

CS 23/70 Paper F – To Note Highways Update

The Clerk presented the report, noting a meeting was scheduled on 11 April 2024 with members of Wimborne Minster Town Council to discuss road safety of both pedestrians and cyclists using Julians Bridge. Members noted the following comments:

- A new lollipop lady was in post on Wareham Road by Henbury View Road and Brownsea Avenue ensuring school children could safely cross the busy and dangerous stretch of road.
- Consideration of the speed limit from the A31 Lake Gates roundabout onto Wimborne Road being 30 mph from the junction with Willett Road with a gateway style welcome to Corfe Mullen sign displaying the speed limit.

The update was **NOTED**.

CS 23/71 Matters for forthcoming agendas No decisions can be taken¹

- To explore opportunities for further use of the chapel in the old cemetery to provide additional income to the Council.
- Bus shelter cleaning and maintenance for those bus shelters which were the responsibility of the Town Council.

CS 23/72 To Agree a date and time for the next meeting – Meeting to be held on Tuesday 11 June 2024 at 19:30 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

The meeting was the last meeting of the current elected Town Council and members thanked the Chair and each other for their commitment to provide amenities in Corfe Mullen.

CS 23/73 Close of Meeting at 20:25.

Signed as a correct record of the meeting.......... Date 11/6/24.....

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



**Minutes of the meeting of the Planning & Highways Committee held on
Tuesday 21 May 2024 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
P Neil (Chair)
J Bonham
S Florek
D Sowry-House
V Papilio

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

Public Participation

There were two members of the public present, neither of whom wished to speak.

The Chair of the Council, Cllr Sowry-House opened the meeting, in the absence of the previous Chair.

PC 24/01 To Elect a Chairman for the Municipal Year 2024/25

Cllr Sowry-House proposed Cllr Neil as Chair of the Planning & Highways Committee for the municipal year 2024/25. This was seconded by Cllr Bonham with all members voting in favour.

Cllr Neil accepted the position.

It was **RESOLVED** that Cllr Neil be elected as Chair of the Planning & Highways Committee for the municipal year 2024/25.

PC 24/02 To Elect a Vice-Chairman for the Municipal Year 2024/25

Cllr Florek proposed Cllr A Holland as Vice-Chair of the Planning & Highways Committee for the municipal year 2024/25. This was seconded by Cllr Sowry-House with all members voting in favour.

Cllr Holland was unable to accept the position due to her absence.

It was **RESOLVED** that Cllr A Holland be elected as Vice-Chair of the Planning & Highways Committee for the municipal year 2024/25, subject to accepting the position.

PC 24/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Hardy who had work commitments and Cllr A Holland due to medical reasons.

PC 24/04 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)

A handwritten signature in black ink, appearing to be 'R. Neil', located at the bottom right of the page.

Cllr Sowry-House declared a non-pecuniary interest due to his roles as Vice-Chair of the Dorset Council Eastern Area Planning Committee and Chair of the Dorset Council Strategic and Technical Planning Committee.

Cllr Sowry-House confirmed when discussing contentious larger developments as a member of the Town Council Planning & Highways Committee, he would not comment and abstain from voting.

Cllr Florek also declared a non-pecuniary interest due to being a member of the Dorset Council Eastern Area Planning Committee.

PC 24/05 Paper A - To Approve minutes of meeting held on 23 April 2024 LGA 1972, sch 12, para 41

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

PC 24/06 Paper B - To Note Planning Decisions Report – decisions between 17 April – 15 May 2024

Cllr Neil noted planning application P/NMA/2024/02290 – 29 Hanham Road, Corfe Mullen BH21 3PX had been granted by Dorset Council Planning. However, the application was also included on the agenda for noting. The Clerk confirmed receipt of the application and decision had crossed over and were included on the agenda and planning decisions report for audit purposes.

The planning decisions report was **NOTED**.

PC 24/07 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services

Application No: P/HOU/2024/01897
Location: Newtown, Newtown Lane Corfe Mullen BH21 3EY
Proposal: Pitched roofs to replace flat roofs to existing side extensions.
Conversion of existing garage to office.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=404701>

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

Application No: P/HOU/2024/01974
Location: 16 Maxwell Road Corfe Mullen BH18 9JQ
Proposal: New roof conversion and rear extension to form new first floor accommodation
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=404788>

It was **RESOLVED** that there were no objections. However, members noted the Dorset Council guidance note dated December 2023 relating to sustainability statement and checklist for planning applications, due to the proposed extension appearing to be over the 10% threshold to complete and submit the checklist. Members felt energy measures should be considered with the applicant encouraged to complete the checklist.

The guidance notes states 'Householder applications, alterations, and extensions to existing non-residential buildings that fall under the 10% threshold are not required to submit a completed checklist. Such applications are however encouraged to consider relevant parts of the checklist and submit either a completed checklist or include within their planning statement information to demonstrate how climate change has been taken into consideration.'



Application No: P/HOU/2024/02089
Location: 17 Caesars Way Corfe Mullen BH18 9DP
Proposal: First floor extension to existing single storey garage to create master bedroom suite, and porch to be reduced in size. Modernise existing facade with new windows and external finishes.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=404936>

It was noted the Committee had no objections to the previous planning application no. P/HOU/2023/02437 in November 2023 for this site. The revised plans had taken into consideration the Dorset Council Tree Officers report and showed a reduction in the proposed development resulting in no impact to the trees.

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

Application No: P/HOU/2024/01901
Location: 5 Albert Road Corfe Mullen BH21 3QB
Proposal: Single storey side link extension.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=404705>

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

Application No: P/HOU/2024/02168
Location: 11 Central Avenue Corfe Mullen BH21 3JD
Proposal: Erect detached double garage
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405036>

It was **RESOLVED** that there were no objections. However, consideration should be given to ensure the TPO trees located adjacent to the site of the proposed development were not interrupted during construction.

Application No: P/HOU/2024/02420
Location: 3 Jupiter Way Corfe Mullen BH21 3XG
Proposal: Erect single storey ground floor extension to the side of existing property to incorporate kitchen and dining
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405328>

It was **RESOLVED** that there were no objections. However, due to the proposed extension appearing to be over the 10% threshold to complete and submit the sustainability checklist. Members felt energy measures should be considered with the applicant encouraged to complete the checklist.

PC 24/08

To Note Non-Material Amendment Applications received from Dorset Council Planning Services

Application No: P/NMA/2024/02290
Location: 29 Hanham Road Corfe Mullen BH21 3PX
Proposal: Non-material amendment to PA P/HOU/2023/07396 (erect two storey extension and loft conversion) to adding external cladding at rear elevation. Replacing front bay window with flash window

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405177>

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



PC 24/09 To Note Certificate of Lawful Use Proposed Applications received from Dorset Council Planning

Application No: P/CLP/2024/02233
Location: 15 Wayground Road Corfe Mullen BH21 3ED
Proposal: A brick wall is planned to be built to the same height (1.2192 metres) to replace existing wooden panel fence along the boundary between 15 Wayground Road and 38 Stour View Gardens (34.5 metres in length) and also along 6.2 metres of Wayground Road
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405108>

The certificate of lawful use was **NOTED**.

Application No: P/CLP/2024/02421
Location: Court Farm Cottage Mill Street Corfe Mullen BH21 3RH
Proposal: Erection of a detached outbuilding to be used as a garden room
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405329>

The certificate of lawful use was **NOTED**.

PC 24/10 To Note Tree Works Applications received from Dorset Council Planning Services

Application No: P/TRT/2024/02272
Location: 12 Cogdean Walk Corfe Mullen Dorset BH21 3XB
Proposal: Oak: Remove low level damaged branch overhanging the owner's drive. Remove 2x low level secondary branches overhanging the neighbour's garden. (Annotated in photograph)
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405155>

The tree works application was **NOTED**.

Application No: P/TRT/2024/02613
Location: 22 Cogdean Close Corfe Mullen Dorset BH21 3XA
Proposal: T1 Oak: Fell to ground level and replant.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405553>

Members noted their concern with the condition of the tree and felt the Dorset Council Tree Officer should visit the site, prior to any tree works taking place.

The tree works application was **NOTED**.

PC 24/11 To Consider and Comment on New Tree Preservation Order received from the Dorset Council Tree Officer

Application No: TPO/2024/0033
Location: Land south of Windgreen Roundabout, Corfe Mullen
Description: T1 Oak

Members had no objection to a Tree Preservation Order (TPO) being placed on the oak tree. However, they felt Dorset Council should be mindful of carrying out maintenance to the limbs of the tree, particularly those overhanging the adjacent residential property as a result of the residents complaint to Dorset Council, which has been outstanding for several years.



It was **RESOLVED** that Cllr Sowry-House as Dorset Council Ward Councillor for Corfe would contact the Tree Officer to discuss the issues experienced by the resident.

PC 24/12 Paper C – To Note Highways Update

The Clerk reported there were no further updates since the last meeting. However, provided an update on the ongoing works being carried out by Southern Gas networks (SGN) on Wareham Road, adjacent to Corfe Mullen library, noting Dorset Council Highways had extended their permission for the road closure until 31 May 2024. Residents were increasingly frustrated by the temporary lights in place and should be encouraged to contact SGN direct with any concerns.

Cllr Florek noted some residents had commented that More Buses were not always stopping at the bus stop adjacent to the road closure, resulting in buses stopping further along Wareham Road. The Clerk confirmed an email would be sent to More Buses to make them aware of the situation and should drivers not be able to stop at the allocated bus stop, that a temporary bus stop was put in place further along the road.

The highways update was **NOTED**.

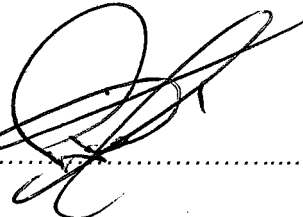
PC 24/13 Matters for forthcoming agendas No decisions can be taken¹

Cllr Neil noted the positive report from the Dorset Council Tree Officer relating to the proposed development on the land at Broadmoor Road.

PC 24/14 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 28 May 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/15 Close of Meeting at 19:27.

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



Date.....

28th May 2024

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



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024

Agenda Item: TC 24/50

Paper: F

Subject:	To Approve the Recommendations from the Community Services Committee
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To Approve the resolutions made at the Community Services Committee meeting held on 11 June 2024.
Background:	The Community Services Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
Key Points:	<p>It was RESOLVED to recommend for approval by Full Council the following items:</p> <p>CS 24/07 - Amenities:</p> <ul style="list-style-type: none"> • Bus Shelters on Wareham Road: To seek Dorset Council final approval prior to purchasing from Contractor, Ace Shelters to supply and install two 3.06 x 1.3m black Cantilever bus shelters with barrel roof and perch seating, both north and southbound on Wareham Road by the Windgreen Roundabout with the Town Council name and crest at a total cost of £6640.75+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year. • Fencing between County Field and Wimborne Road: BCP Contractors to clear vegetation, supply and install option 1, 1.5m high green safe top fencing at a total cost of £4981.98+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year. • Tennis Courts Remedial Works: To not progress with remedial works described in quotation and to liaise with users to negotiate a reduced fee for use of tennis courts 1 and 2. • Two Seat Metal Playground Swing Replacement: Sutcliffe Play Contractor to remove existing frame and supply and install 2.4m high 2 seat swing steel/galvanised frame including two bumper seats at a total cost of £3,617.84+VAT funded by CIL monies received. • Vandal proof Refurbishment of Public Toilets at the Recreation Ground: To not progress with the refurbishment described in quotation and to liaise with the contractor to provide a revised quotation for metal/steel sanitary ware. • Topographical/Information Board at the Recreation Ground: To approve in principle, installation of topographical/information board on the County Field overlooking the Stour Valley and Badbury Rings funded through fundraising and/or local sponsorship by the requestors. • Outdoor Gym Equipment at the Recreation Ground: Fresh Air Fitness to supply and install option 1, park bumper package including 7 pieces of outdoor gym equipment at a total cost of £10,300+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year. <p>CS 24/08 – Allotments:</p> <ul style="list-style-type: none"> • To not purchase and install Dorset Limestone on each side of the allotment's driveway leading up to the top car park to stop vehicles driving on the grass verges adjacent to the channel running across the

	<p>driveway to the balancing pond and to educate plot holders not to drive and/or park vehicles on the grass verges.</p> <p>CS 24/09 – Cemeteries:</p> <ul style="list-style-type: none"> • To instruct Minster Stone Memorials to carry out repairs to damaged headstone T367B in the old cemetery at a total cost of £1,114+VAT. <p>CS 24/10 -</p> <ul style="list-style-type: none"> • Siting of Mobile Coffee Business: Pony Espresso, Coffee business to trade on Saturdays only at Corfe Mullen Recreation Ground from 7 September 2024 from 8am-3pm on the following basis: <ul style="list-style-type: none"> ○ Refundable deposit of £100.00 be paid to cover additional costs that may be incurred as a result of littering and/or removal of waste. ○ Evidence of insurance(s) and food safety certificates to be provided prior to trading. ○ Agreement to be drafted by the Clerk to be reviewed six monthly. ○ Sited at car park space by the skate park and play area to be accessible to all, to be agreed with the Clerk. • Relocation of Carnival Committee Shed: For the Carnival Committee to reconsider their options to relocate their shed and store new safety barriers in the Scout Grounds Unit compound. However, the Council could accommodate, on the basis their items were self-insured in a designated area with restricted access to the compound.
<p>Implications:</p>	<ul style="list-style-type: none"> • Health & Safety issues. • Negative publicity for the Council. • Expenditure in line with 2024/25 financial year budget.
<p>Recommendation:</p>	<p>To APPROVE the resolutions from the Community Services Committee meeting held on 11 June 2024.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024

Agenda Item: TC 24/51

Paper: G

Subject:	Items requiring Approval
Prepared By:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To Approve and/or Retrospectively Approve Items as listed.
Background:	Various items requiring approval or retrospective approval as listed.
Key Points:	<p>a) Retrospective – Reschedule Corfe Mullen Youth Trust and Corfe Mullen Village Hall Annual General Meetings Date: The Annual General Meetings (AGMs) are scheduled on Thursday 4 July 2024 at 18:30 in the small hall of the Village Hall. Due to the General Election being called on the same day, email sent to members on 11 June 2024, requesting to reschedule the meeting to Thursday 5 September 2024 at 18:30 via MS Teams. 6 of 11 members responded via email approving rescheduled date.</p> <p>b) Retrospective – Fire Safety Remedial Works across Town Council sites: Sports Pavilion – Emergency Lighting: Replace rectangular bulkhead outside of female toilets at a total cost of £128.35+VAT Village Hall – Emergency Lighting: Replace entrance lobby blade fitting, kitchen foyer rectangular bulkhead, main hall far end fire exit box fitting, far end small hall box fitting and kitchen rectangular bulkhead. Additional box light fitting in lobby (in line with recommendation on annual H&S audit) at a total cost of £492.14+VAT Council Office – Emergency Lighting: Replace entrance box and rear exit box units at a total cost of £197.64 All costs to be funded by budgeted fire safety/H&S cost codes.</p> <p>c) Retrospective approval of EICR remedial works at Corfe Mullen Recreation Ground Sports Pavilion: Following discussion at the previous Full Council meeting held on 28 May 2024, it was resolved to approve some of the remedial work's totalling £360+VAT. Cllrs Neil and P Holland carried out a site visit with the electrical contractor to discuss the options available to upgrade the DB1 & DB2 panels to 1 new TPN panel (£2250+VAT). Based on the site visit, the electrical contractor has provided revised quotations as follows: Option 1: - Upgrade DB1 to a new metal clad DB with type A RCBO & SPD protection for all circuits, including installing additional ways and RCBO's for the double tagged circuits at a total cost of £695+VAT Option 2: Install RCD protection for circuits 1-8 via standalone RCD in a separate enclosure at a total cost of £215+VAT All costs to be funded by budgeted Pavilion H&S cost code.</p>

d) **Approve – Additional CCTV at the Council Office/Village Hall and Corfe Mullen Recreation Ground Sports Pavilion:** As part of the 2024/25 budget setting process £2000 has been allocated for additional CCTV, namely the office and village hall following the removal of the lead on the front of the village hall in August 2023. In addition, as a result of anti-social behaviour and damage to the public toilets at the Recreation Ground, a quotation has been obtained for CCTV on the sports pavilion. Quotations to carry out works as follows:

Council Office/Village Hall: Two additional cameras at the front of the main hall of the Village Hall with new 16 channel recorder at a **total cost of £1160.71+VAT** and replace two faulty cameras identified as part of the recent maintenance visit at a **total cost of £417.08+VAT**

Sports Pavilion: Two new cameras to capture the public toilets utilising existing recorder at the Grounds Unit using point to point wireless link at a **total cost of £874.18+VAT**

All costs to be funded by budgeted security cost codes.

e) **Approve –Tennis Courts 1 & 2 Fees 2024/25:** At the recent Community Services Committee meeting held on 11 June 2024, members discussed the quotation for remedial works to the surfacing of the tennis courts. Due to cost, the Committee recommended not progressing with the remedial works and to reduce the fees for use of tennis courts 1 & 2, surfaces which are suffering more than courts 3 & 4. The reduced fees would be applicable to Corfe Mullen Lawn Tennis Club (CMLTC) in the interim period until tennis courts have been refurbished, casual users and/or groups to be allocated tennis courts 3 & 4 where possible.

Council to consider a revised fee of £1159 (winter fees from 1 October 2024 to 31 March 2025) and £2496 (summer fees from 1 April to 30 September 2024). Revised fees effective from 1 April 2024. (calculation based on 2/3 of current fees rounded up to nearest £1).

Should tennis courts 1 & 2 be booked for casual users and/or groups, revised fee of £6 per hour per court. (calculation based on 2/3 of current fee rounded up to nearest £1).

f) **Corfe Mullen Juniors Tennis Club 2024/25 Fees:** Corfe Mullen Juniors Tennis Club (CMJTC) re-established in February 2023. The Council appointed three tennis coaches to run the club from the sports pavilion and tennis courts at the Recreation Ground providing coaching, after school and school holiday clubs. Initially, the Council approved a set fee of £200 per month for the use of the sports pavilion and tennis courts for up to 48.15 hours per month (2 courts), over agreed days/times from the outset with 37.30 hours per week (2-3 courts) during school holidays from 8.30am-5pm.

The fee was reviewed in December 2023 along with the other sports clubs which increased to £216 per month from April 2024. Following a meeting with the three tennis coaches on 9 May 2024, the coaches advised that the club has been struggling, with lower

than anticipated take up on the coaching and after-school clubs, albeit the school holiday clubs are gradually growing in numbers. The coaches confirmed they are reaching out to local schools to provide free taster sessions to try and encourage young people to attend coaching and/or clubs. This is challenging due to the cost-of-living crisis and everyone watching their spending. The coaches have asked that Council re-consider the fees on the basis that they reduce their hours (days/times) to 15.15 hours per month and 30 hours per week during school holidays, a reduction of 40.30 hours per month than previously agreed. The coaches are hoping this is a temporary measure and that they will be able to go back to the original hours in the near future.

Council to consider a revised monthly fee of £135 per month based on same number of courts. (calculation based on £4.48 per hour (£216/48.25) x 30 hours rounded up to nearest £1).

g) **Approve – Lone Working Policy:** At the Full Council meeting held on 26 September 2023, it was resolved to revisit the lone working policy at the next Staffing Committee Meeting held on 29 November 2023. Following the purchasing of lone working devices, office intercom and key safe, the policy has been updated to reflect improved measures put in place and procedures for use. Council to approve updated policy shown in Appendix 1.

h) **Approve – Accessible Car Parking Space & Drop Off Area at the Council Office/Village Hall:** In September 2021, planning consent was granted to extend the Small Hall and erect an enclosed porch to the front of the Council Office/Village Hall along with a new accessible parking space and drop-off area.

The Town Council has three years from the date planning permission was granted to begin the development works. Works must commence by September 2024.

Despite contacting multiple contractors, one quotation has been received to install accessible parking space and drop off area as follows:

Scope of works to install accessible parking space and access footpaths: Excavate grassed area to a depth of 325mm, remove soil waste, supply and lay type 1 hardcore, supply and lay 6 ton of 20mm base tarmac, supply and lay 2.5 ton of Stone Mastic Asphalt (SMA) surface course, lay 22m kerbs stones, lay 40 meters path edgings, tarmac access footpaths approx. 30m², paint white disabled sign to parking bay, excavate for drop off space to a depth of 325mm, remove soil and rubble waste, supply and lay type 1 hardcore, lay 12m channels to separate driveway from drop off space, supply and lay approx. 5 ton 20mm base tarmac, supply and lay approx. 2.5 ton SMA surface course and paint drop off space markings at a **total cost of £17,550 + VAT.**

All costs to be grant funded using £50,000 budgeted in 2024/25 financial year for Village Hall improvements cost code.

	<p>i) Retrospective approval for emergency tree works to fell ash tree at Recreation Ground:</p> <p>The tree survey carried out in April 2023 specified T16 – Ash required the height of the stem which extends north-east, to be reduced in height by 3-4 m. However, on preparing to carry out the works, the tree surgeon has discovered further decay in the tree leaving the tree a risk to users of the Recreation Ground.</p> <p>The tree survey report states the following ‘Adventitious shoots indicating early symptoms of Chalara ash dieback. This tree is unlikely to have much long-term future but the pruning specification will at least remove the risk of limb failure until its inevitable decline from of Chalara ash dieback.’</p> <p>On the recommendation of the appointed tree surgeons, tree to be felled to 1m stump height at a total cost of £2100 + VAT.</p> <p>Council to consider removing stump and replanting at a future meeting.</p>
<p>Implications:</p>	<p>The Town Council would be liable if its sites were not compliant with health & safety and fire regulations.</p> <p>Financial impact on the Council’s recreational income versus costs for remedial works to tennis courts surfacing.</p> <p>Council as the employer must ensure all its staff are safe whilst at work.</p> <p>Planning Permission for Village Hall improvements expires in September 2024. Risk to Council should building works have not commenced. Certificate of Lawfulness application to be submitted once the parking/drop off areas are installed to ensure the clock stops on the planning timeline.</p> <p>Contractors must supply a copy of public liability insurance prior to carrying out work on Town Council sites.</p>
<p>Recommendation:</p>	<p>To APPROVE/RETROSPECTIVELY APPROVE the following items:</p> <ul style="list-style-type: none"> a) Reschedule Corfe Mullen Youth Trust and Corfe Mullen Village Hall Annual General Meetings Dates to 5 September 2024 from 18:30 via MS Teams. b) Proceed with fire safety remedial works at the Sports Pavilion at a total cost of £128.35+VAT, Village Hall at a total cost of £492.14+VAT and Council Office at a total cost of £197.64. c) Proceed with EICR remedial works at Corfe Mullen Recreation Ground Sports Pavilion to replace DB1 & DB2 panel: Option 1 at a total cost of £695+VAT or Option 2 at a total cost of £215+VAT d) Proceed with additional CCTV at the Council Office/Village Hall at a total cost of £1577.79.71+VAT and Sports Pavilion at a total cost of £874.18+VAT. e) Revised Tennis Courts 1 & 2 Fees 2024/25: Corfe Mullen Lawn Tennis Club fee of £1159 (winter fees from 1 October 2024 to 31 March 2025) and £2496 (summer fees from 1 April to 30

	<p>September 2024) effective from 1 April 2024 and for casual users and/or groups, £6 per hour per court.</p> <ul style="list-style-type: none">f) Revised Corfe Mullen Juniors Tennis Club Fees 2024/25: monthly fee of £135 per month based on same number of courts. Effective from 1 July 2024.g) Lone Working Policy shown in Appendix 1.h) Accessible Car Parking Space & Drop Off Area at the Council Office/Village Hall at a total cost of £17,550+VAT.i) Emergency tree works to fell ash tree at Recreation Ground at a total cost of £2100+VAT.
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Corfe Mullen Town Council

Lone Working Policy

1. Introduction

1.1. Corfe Mullen Town Council (the 'Council') recognises that some of its employees work alone, and where this is the case, seeks to ensure the health and safety of all lone workers.

This document:

- raises awareness of the safety issues relating to lone working
- identifies and assesses potential risks to an individual working alone
- explains the importance of reasonable and practicable precautions to minimise potential risk
- provides appropriate support to lone workers, and
- encourages reporting of all incidents associated with lone working so they can be adequately managed and used to help reduce risks and improve working arrangements for the future

2. Scope and Application

2.1. This policy applies to all Council employees, whether full time, part time or contract workers along with employees of the Charities to which the Council is Sole Trustee. It does not apply to Councillors.

2.2. The Council as the employer will protect its employees from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law, and it is often safe to do so. However, the Council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

3. Definition of Lone Worker

3.1. 'Lone Worker' refers to employees who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- a caretaker and/or keyholder who opens and closes the Village Hall either early in the morning or late at night
- a grounds person tending to green space
- office workers who work alone in the premises
- working from home, and
- youth worker setting up and/or clearing down after Youth Club

3.2. Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

4. Legal duties

4.1. The Council as the employer must ensure they comply with their legal duties towards lone workers. The Clerk and/or Deputy Clerk are responsible for the health and safety of all employees and contractors working for the Council.

5. Responsibilities

5.1. All employees have a responsibility for the health and safety of their work colleagues.

The key responsibilities are as follows:

5.2. Clerk and/or Deputy Clerk

- will try to avoid the need for lone working as far as is reasonably practicable
- ensure the employee is competent to work alone
- ensure all lone working activities are formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures
- arrangements for lone working must be made clear and explained to employees with details of what can or cannot be done whilst working alone
- lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment
- must raise the alarm if employees cannot be contacted or do not return as anticipated
- must ensure all employees are aware of the lone working policy and provide appropriate levels of training and guidance on lone working

5.3. How to manage lone workers flowchart shown in Appendix 1.

5.4. Checklist for lone workers shown in Appendix 2.

5.5. Lone workers

- take reasonable care of themselves and others who may be affected by their work
- follow any instruction given by the Clerk and/or Deputy Clerk
- raise with the Clerk and/or Deputy Clerk any concerns they have in relation to lone working
- inform the Clerk and/or Deputy Clerk at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

5.6. Employees

- to be aware of colleagues working on their own and alert the Clerk and/or Deputy Clerk to any unexpected changes of routine or unanticipated periods where there is no communication
- buddies should ensure they maintain and share up to date contact details (see paragraph 8.)

6. Risk Assessments

6.1. The Clerk and/or Deputy Clerk must complete a risk assessment prior to every lone working activity and kept updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant employees.

6.2. People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- sudden illness
- faulty equipment
- travelling alone
- remote locations
- abuse from members of the public
- animal attacks

7. Ways in which lone working risks can be reduced

7.1. Every lone working environment and situation is different; therefore, it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the Clerk and/or Deputy Clerk will devise and implement a lone working plan to meet the needs and risks of the particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a grounds person lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant employees.

7.2. Below are some example strategies that could be implemented on their own or combined:

- Wearing a lone working device
- agreed times and method of contact
- buddy scheme
- Clerk and/or Deputy Clerk to periodically visit and observe lone workers
- regular contact between the Clerk and/or Deputy Clerk and lone workers by mobile phone/WhatsApp group

7.3. Lone workers should be supplied with a lone working device. The device is mounted on a lanyard to be worn where is it accessible, however, care should be taken by those employees operating machinery. Information on the lone working devices can be found in Appendix 3.

7.4. Office lone workers should lock all doors to avoid entry by unknown persons. Any members of the public, delivery drivers and/or contractors should use the intercom located on the wall by the office front door to communicate with office workers. It is only when the office feels safe to unlock the door, should the door be opened.

7.5. A spare set of office keys are located in the external key safe on the wall by the office front door and intercom. Access to the key safe is for emergency use only with access code provided to the Chair and/or Vice-Chair of the Council on a 'need to know' basis.

8. Buddy scheme

8.1. The following information should be documented and kept by the lone worker, their buddy and the Clerk and/or Deputy Clerk:

- name and contact details of the lone worker
- name and contact details of the buddy
- name and contact details of the Clerk and/or Deputy Clerk
- determine a 'code word' that would indicate that the lone worker required assistance

8.2. All information must be kept securely in line with data protection legislation.

8.3. If contact details change, the lone worker must let their buddy and the Clerk and/or Deputy Clerk know.

8.4. In circumstances where a buddy scheme is appropriate, as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about the lone worker, that may include;

- where they are going (address or area if there is no address)
- details of the purpose (i.e., preparing the Village Hall, grass cutting, meeting etc)
- contact details of anyone intended to meet
- mode of transport
- when expected to return

8.5. A buddy must know what to do if lone worker does not return or make contact at the anticipated/agreed time.

9. Health and wellbeing

9.1. To ensure the personal safety of lone workers, it is important that employees share any details of any aspects of their health that could lead to increased risk with the Clerk and/or Deputy Clerk. This includes pregnancy. The Clerk and/or Deputy Clerk and employee can then jointly plan to mitigate any potential risks caused by any circumstances. This information will be treated confidentially on a strict 'need to know' basis.

10. Reporting incidents

10.1. Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- brief note of what happened, when, and who was involved
- any work-related aggression (verbal or physical) including threatening behaviour, details of the incident and of the perpetrator should be captured, which could then be used if the Police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and
- in either instance, this might also include recording details of any circumstances which might have contributed to the incident, e.g., the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support the Council to review the risk assessment process and understand if any additional measures are required


10.2. If an employee feels unsafe, unwell, or becomes injured, contact the Clerk and/or Deputy Clerk, buddy or colleague to let them know or ask someone to do so on their behalf. Call the emergency services for immediate assistance if appropriate.

10.3. If plans change due to feeling unwell or a domestic emergency when working alone, make the Clerk and/or Deputy Clerk, buddy or colleague aware.

11. Review

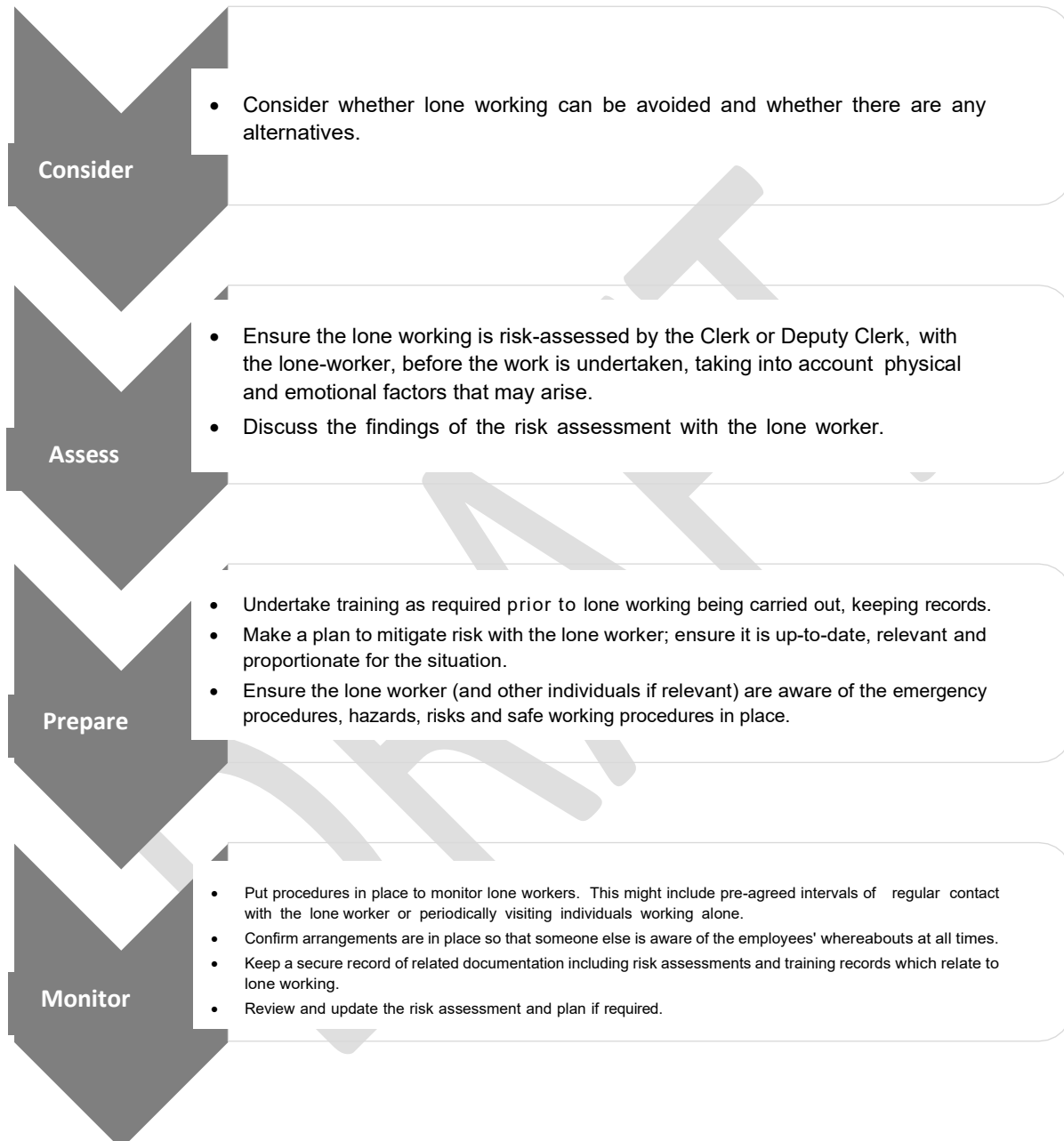
- 11.1. This Lone Working Policy was presented to the Full Council, for approval and adoption on XX June 2024, minute no. TC 24/XXX.
- 11.2. Future reviews will be carried out bi-annually or when any changes are made to current legislation, whichever is sooner.

12. References

- 12.1. Working from home –
www.hse.gov.uk/toolbox/workers/home.htm
- 12.2. Lone working -
www.hse.gov.uk/toolbox/workers/lone.htm
- 12.3. Risks of lone working –
www.hse.gov.uk/pubns/indg73.pdf
- 12.4. National Association of Local Councils (NALC)
- 12.5.  brightsafe
- 12.6. Peoplesafe –
www.peoplesafe.co.uk

How to Manage Lone Workers

The Council as the employer should avoid the need for lone working where reasonably practicable. Where lone working is necessary, it is essential to follow the lone working policy in order to reduce the health and safety risks associated with working alone.



Lone Working Checklist

Name of employee.....Job Title.....Date.....

No.		Check box if YES
1.	Has the worker received suitable training to carry out the task or activity?	<input type="checkbox"/>
2.	Is the worker medically fit to undertake the task?	<input type="checkbox"/>
3.	Has the worker sufficient information about the job, equipment or substances?	<input type="checkbox"/>
4.	Does the work involve handling dangerous equipment or substances that require supervision?	<input type="checkbox"/>
5.	If cash is being handled, will they be at risk of violence?	<input type="checkbox"/>
6.	Is there adequate provision for first aid?	<input type="checkbox"/>
7.	Does the worker have the appropriate PPE and are they trained in its use?	<input type="checkbox"/>
8.	Are there facilities to be able to contact the worker at all times?	<input type="checkbox"/>
9.	Has the worker been allocated a lone working device?	<input type="checkbox"/>
10.	Are there suitable arrangements for the worker in the event of an emergency?	<input type="checkbox"/>
11.	Have plans been made to keep in touch with colleagues?	<input type="checkbox"/>
12.	Is there a means for them to contact the Clerk and/or Deputy Clerk?	<input type="checkbox"/>
13.	Are they in possession of emergency contact numbers?	<input type="checkbox"/>
14.	Is the access to, or exit from, the workplace safe and well lit?	<input type="checkbox"/>
15.	Does the workplace present special risks for someone on their own?	<input type="checkbox"/>
16.	Do the arrangements cover out of hours working?	<input type="checkbox"/>
<i>For mobile staff only;</i>		
17.	Do they leave an itinerary with the Clerk and/or Deputy Clerk?	<input type="checkbox"/>
18.	Do they know how to report incidents, including violence or threats of violence?	<input type="checkbox"/>
Comments and further actions required:		

Prepared by:.....Date:.....

Signature:.....

Appendix 3

1. Peoplesafe lone working device is an emergency device worn on a lanyard by lone workers. The device should be worn at all times and accessible whilst working alone.
2. Devices have been allocated to areas of the Council and the Charities to which the Council act as Sole Trustee.
3. Each member of staff to provide emergency contact information and consent to hold information under data protection legislation. It is the responsibility of the employee to ensure contact information held is up to date.
4. The table shown below indicates how the devices are allocated.
5. Each device has emergency contacts and an escalation plan in the event of an emergency shown on the table below.
6. In the event of an emergency and the device is activated, the alarm process is shown below. During the call 'duress words' may be used to notify the Controller of the situation in terms of 'I feel unsafe' (Ice Cream) or 'I am in danger' (Volcano).
7. Alarm Management and Emergency Services process is also shown below.
8. At the end of the call with the Controller will ask the employee for their date of birth to close the call.
9. The Chair of the Council is included in the escalation plan as a contact of last resort.
10. The employee is responsible for providing any changes to contact information. This should be provided to the Administration Assistant who will update the Peoplesafe online portal using the Nexus login.

People Safe Devices

No.	Dept	Profile Setting	Name(s)	Job Role	Emergency Contacts	Escalation Plan
1	Office	Shared	Catherine Horsley	Clerk	Deputy Clerk Chair of the Council	Deputy Clerk Chair of the Council
			Rachel Virrill	Deputy Clerk	Clerk Chair of the Council	Clerk Chair of the Council
			Becky Callender	Administration Assistant	Clerk Deputy Clerk	Clerk Deputy Clerk Chair of the Council
2	Corfe Mullen Youth Trust	Shared	JB	Senior Youth Support Worker	Clerk Deputy Clerk Chair of The Council	Clerk Deputy Clerk Chair of the Council
			LE	Youth Support Worker	Senior Youth Support Worker Deputy Clerk Chair of The Council	Clerk Deputy Clerk Chair of the Council
			MB	Youth Support Worker	Senior Youth Support Worker Deputy Clerk Chair of The Council	Clerk Deputy Clerk Chair of the Council
			GB	Youth Support Worker	Senior Youth Support Worker Deputy Clerk Chair of The Council	Clerk Deputy Clerk Chair of the Council
3	Corfe Mullen Village Hall	Shared	JW	Handyman/Caretaker	Clerk Deputy Clerk Chair of the Council	Clerk Deputy Clerk Chair of the Council
			BC	Keyholder	Clerk Deputy Clerk Chair of the Council	Clerk Deputy Clerk Chair of the Council
4	Grounds Team	Shared	Phil Jessiman	Assistant Grounds Person	Clerk Deputy Clerk Chair of the Council	Clerk Deputy Clerk Chair of the Council
			Paul Shepherd	Assistant Grounds Person	Clerk Deputy Clerk Chair of the Council	Clerk Deputy Clerk Chair of the Council
			Darren Barnes	Assistant Grounds Person	Clerk Deputy Clerk Chair of the Council	Clerk Deputy Clerk Chair of the Council



ARC – Alarm Receiving Centre
DTMF – Dual-tone multi-frequency

Alarm management



Welfare

The primary objective for a Controller is to ascertain the user's welfare.

Verify

The Controller needs to verify the user's welfare and what type of alarm is being raised.

The Controller does this by:

- monitoring the audio,
- asking the user questions (if safe to do so),
- reviewing the user's profile.

If contact is not made then the Controller will use other means, i.e. calling the user's mobile or sending an SMS.

If this fails, the Controller will follow the escalation plan.

User location

The location of the user is provided automatically from the GPS within the device.

Voice memos will be listened to by Controllers when they do not have sufficient information to provide assistance.

Covert call

If the ARC receives an alarm with no call or the call is disconnected, the Controller can covertly call a device (Not Apps) to assess the situation.

Journal

During an alarm the Peoplesafe systems automatically log information into a journal.

The Controller also adds comprehensive notes to the journal to fully document the events that occurred.

Emergency services



Welfare

If the emergency services are required and the user is in a safe location and feels comfortable to do so, the Controller will suggest that they make the call. Firsthand information provided to the police is always preferred. The Controller will monitor the situation in case the situation changes and can intervene and update the police if needed.

If the police are required and this is a non-emergency situation the ARC can call the police on the user's behalf, but the ARC will not be able to gain a faster response from the emergency services than the user, as we have strict guidance on when we can call the police via URN number.

Situation

If it is unclear what is happening, the Controller will need to obtain more information, as the emergency services will not attend or be able to prioritise the alarm effectively:

- What is happening
- Where this is happening
- Are weapons involved
- How many people are there?

If the above is not available, then the Controller will obtain the information:

- If it is safe to do so, via the device
- If safer, via the user's mobile phone by asking closed ending questions as not to aggravate the aggressors
- Or by calling an escalation contact to see if they are able to assist with more background information.

Serious Threats

If a serious threat is determined, the Controller is able to call the police with a unique reference number (URN).

The Controller has a direct line to the local police and the URN lets the police know that there is a severe situation in progress which they need to respond to immediately.

Locate & Escalate

If it is clear there is a genuine incident, then the Controller will escalate to the relevant people as needed.

User location needs to be known in order for this to happen, via:

- Up-to-date GPS location
- Location information from a voice memo
- Static location details
- Confirmed location with the user
- Confirmed location with an escalation contact if unable to speak with user

Monitor & Report

If required, we can monitor the situation until the emergency services arrive. But if the situation has finished it may be more sensible to close the alarm and let the user reactivate if they need us.

When a genuine incident alarm is closed, an Incident reports is created and calls to user managers are made if required. The Controller will close the alarm and raise the incident to the ARC supervisors for this to be reviewed.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024

Agenda Item: TC 24/52

Paper: H

Subject:	Migrating Email Accounts
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Approve Additional Office IT to migrate all Town Council mailboxes from Vision ICT/IMAP to Microsoft Exchange.
Background:	The office IT was upgraded to Microsoft 365 (MS365) on 6-7 June 2024. This has identified several issues relating to the Council mailboxes, particularly when accessing via Vision ICT/IMAP.
Key Points:	<p>The current email setup uses IMAP, which is not compatible with MS365. The contractor who carried out the IT upgrade has recommended moving set up to MS Exchange, which would enable access via MS365.</p> <p>A quotation to carry out works as follows:</p> <p>Scope of work: To supply MS365 Exchange licensing for all mailboxes, backup and email filtering services. To migrate all existing emails to the new Exchange Online mailboxes.</p> <ul style="list-style-type: none"> • Exchange Online Plan 1 – 18x£39.60/12 = £59.40ⁱ • Email Back Up ⁱⁱ(Cloudally) – 22x£30/12 = £55ⁱⁱⁱ • Email Filtering and Protection^{iv}(Vade) – 22x£30/12 = £55^v • Installation/Configuration^{vi}– 4 daysx£500.00 = £2000^{vii}(Estimate, could go up or down dependant on time taken) <p>One-off additional cost of £2000+VAT, ongoing monthly cost of £169.40+VAT</p> <p>22 users allow for 14 members, 4 office staff and 4 grounds team.</p>
Implications:	<p>All Council mailboxes to be accessible via MS Exchange, backed up and secure.</p> <p>Using up-to-date IT systems allows all Council staff and members to work more efficiently. For staff, this means all IT in one place, secure and backed up. For members, to manage emails and calendar of meetings via Outlook, secure and backed up.</p> <p>Limitations on how users are accessing the emails and the affect it will have on what data can be migrated:</p> <ul style="list-style-type: none"> • Windows users using Outlook (paid version) – Export and import will be fine including all data • Windows users not using Outlook but using Outlook (free version) or Windows Mail, Thunderbird, or other email client – export and import will be limited on data probably to contacts and inbox (IMAP) unlikely subfolders will come over

	<ul style="list-style-type: none"> • Apple users (Not iPhone) using Outlook – Export and Import will be mostly fine • Apple users (Not iPhone) using the built in Apple Mail client – Export and Import will not work and only the subscribed IMAP folders will come over • Mobile Device only users, Android (All makes) and Apple (iPhone) – Export and Import is not possible <p>Multi-factor authentication (MFA) to be set up for all users to protect against cyber security.</p> <p>MS Exchange licences can be re-purposed should staff/members resign/leave.</p> <p>Vision ICT to invoice Council to host domain name, this will not change.</p> <p>Comparison of annual current costs versus proposed costs:</p> <p>Current MS365 licences (Office x 4) - £41.20+VATx12 = £494.40+VAT Current Email Hosting (inc backup) 21x£18+VAT = £378+VAT Total Cost: £872.40+VAT</p> <p>Proposed MS365 licences (Office x 4) £41.20+VATx12 = £494.40+VAT Proposed MS Exchange licences (Members x 14 & Grounds Team x 4) £59.40+VATx12 = £712.80 Proposed Backup/Protection 22x£60 = £1320+VAT Total Cost: £2032.80+VAT</p>
Recommendation:	To Approve migrating email accounts from Vision ICT/IMAP to Microsoft Exchange at a one-off additional cost of £2000+VAT and ongoing monthly cost of £169.40.

ⁱ Exchange Licence Monthly Cost for 14 members and 4 Grounds Team (4 x Office have MS365 licences billed separately £39.60+VAT pcm)

ⁱⁱ Back up Microsoft Exchange mailbox including contacts, calendar, task, to do, unlimited storage folders for all users. MS do not back up email data.

ⁱⁱⁱ Monthly Cost – 30 days commitment

^{iv} Enterprise level spam filtering on top of MS Exchange spam filtering (less spam and phishing emails)

^v Monthly Cost – 30 days commitment

^{vi} Technician to spend time in person or remotely with each user to export mailbox and import to MS - Contacts, Calendar, Tasks, Sent, deleted items

^{vii} One-off Cost



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024

Agenda Item: TC 24/53

Paper: I

Subject:	Vandalism and Anti-Social Behaviours on Town Council sites
Prepared By:	Catherine Horsley, Town Clerk
Purpose of Report:	To note update on recent acts of vandalism and anti-social behaviours on Town Council sites and costs incurred to repair and/or replace.
Background:	It is important that costs incurred by the Town Council following acts of vandalism on its sites are transparent to members of the public to demonstrate how the Precept is spent by those who pay Council Tax.
Key Points:	<p>Over the past month, the Town Council sites have continued to see vandalism and anti-social behaviours which have been reported to Dorset Police and the local PCSO as follows:</p> <p>Recreation Ground:</p> <ul style="list-style-type: none"> • Public Toilets: The toilets have restricted opening hours from 8am to 4pm. Wall mounted toilet roll holders along with the sanitiser dispensers and bins have been smashed up again. The bins have been removed and other items repaired by the Grounds Team. Toilet roll strewn across the Recreation Ground. • Wooden posts to stop vehicles parking on the grass at the entrance of the Recreation Ground were removed and found strewn across the car park and driveway. The posts have been reinstalled by the Grounds Team. • Play Equipment: The hand grips to one of the seated springy equipment was removed and found in the tennis courts. The Grounds Team were able to fix back on, so it could be used. • Cemeteries: Glass bottles smashed against headstones and littering. An additional waste bin has been installed by the Grounds Team (from stock) next to the bench in the new cemetery by the hedge and pedestrian entrance. • Graffiti: The Grounds team regularly clean graffiti from play equipment at Towers Way, Henbury View First School and the Recreation Ground along with the MUGA and skate park. • Towers Way: On a daily basis, the Grounds team clear up broken glass and rubbish scattered across the play area and outside the Village Hall. Food and drinks have been spilt on the play equipment and phallic symbols drawn with a sticky substance on the slide and astro-turf surface. There are 4 rubbish bins in this location. <p>Three small fires attempted to be started damaging/melting the MUGA astro-turf surfacing and the new commemorative bench, albeit this attempt was unsuccessful due to the fire retardant staining.</p> <p>Young people are still using the entrance of the Village Hall and Council Office as a meeting place. Over the weekend, the Village Hall Caretaker cleared away vapes, drug related paraphernalia and</p>

	<p>tinned food waste over the doors and floor. Unfortunately, some of these behaviours are happening when the Village Hall is in use by hirers.</p> <p>Additional quotes are being obtained for the enclosed porch, due to the appointed contractor being unable to commit to carrying out the works due to other work commitments.</p> <ul style="list-style-type: none"> • Springdale Road Open Space: Two posts with adder and tick warning signs have been removed and displaced. Cost to replace like for like signs - £227.48+VAT <p>Officers and Grounds Team spend a considerable amount of time dealing with the effects of vandalism in terms of purchasing materials and finding an appropriate contractor to carry out necessary works to ensure sites are safe for users.</p> <p>The Deputy Clerk has met with local schools to identify some of the young people involved in anti-social behaviour. Schools will be contacting parents to make them aware of the behaviours.</p> <p>The Deputy Clerk has emailed the Dorset Police & Crime Commissioner with a comprehensive list of all incidents of anti-social behaviour.</p> <p>Note: Dorset Council public toilets at Towers Way have closed until further notice due to continued vandalism at least 5 times since April 2024.</p>
Implications:	<p>Health & Safety issues to be resolved as soon as practicably possible.</p> <p>Negative publicity for not providing amenities within the community, particularly, public toilets.</p> <p>Council will need to increase precept, in order to have monies available to continually carry out repairs and/or replacement of equipment/amenities.</p>
Recommendation:	To NOTE update.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 June 2024



Agenda Item: TC 24/54

Paper:J

Subject:	Update on Sole Trustee of Corfe Mullen Sports Association
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To provide members with an update on the transfer of trustees for Corfe Mullen Sports Association (CMSA).
Background:	<p>The CMSA as a charity held their Annual General Meeting on 14 August 2023, with the trustees, Sharon Bargewell - Secretary, John Long - Treasurer and Lee Elliott – Chair, standing down as trustees.</p> <p>The Secretary and Treasurer on behalf of all trustees approached the Council with a view to transferring the charity trustee to the Town Council.</p> <p>At the Full Council meeting held on 19 December 2023, it was resolved for Corfe Mullen Town Council to become the sole managing trustee of the CMSA and for the Clerk to liaise with the Secretary to register change of trustee with the Charities Commission and handover documentation held along with bank accounts.</p>
Key Points:	<p>The Clerk and the Secretary have liaised independently with the Charities Commission who completed the transfer on 6 June 2024, with an effective date of 19 December 2023, in line with the resolution made by the CMSA and Council.</p> <p>The Clerk to schedule a meeting with the Secretary and Treasurer to handover all documentation for safe keeping and change of signatories on the bank arrangements in line with the Council signatories.</p>
Recommendation:	To NOTE update.