



### **NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

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

Time...                   **19:15**

Date...                   **Tuesday 23 July 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**  
**17 July 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 24/65      To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/66      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 24/67      Paper A – To Approve minutes of the Town Council meeting held on 25 June 2024** – LGA 1972, sch 12, para 41
- TC 24/68      Paper B – TO FOLLOW - To Approve Accounts for Payment** – a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.
- TC 24/69      Paper C – To Approve Bank Reconciliation for June 2024**
- TC 24/70      Paper D – To Note the Already Approved minutes of Committees:**

- Finance & Administration Committee – 21 May 2024
- Planning & Highways Committee – 28 May 2024
- Planning & Highways Committee – 11 June 2024
- Planning & Highways Committee – 25 June 2024

- TC 24/71 Paper E – To Approve Resolutions from Finance and Administration Committee**
- TC 24/72 Paper F – To Note Appointment of New Deputy Town Clerk**
- TC 24/73 Paper G – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/74 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 24/75 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/76 Verbal – To Note Clerk’s Update**
- TC 24/77 Verbal – To Note Mayor’s Report**
- TC 24/78 Verbal – To Note Dorset Councillor Report**
- TC 24/79 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>
- TC 24/80 To Agree a date and time for the next meeting –Tuesday 27 August 2024 at 19:00**  
in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.
- TC 24/81 To Resolve to exclude members of the press and public – to agree that agenda**  
item TC 24/82 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 24/82 Verbal – To Note Staffing Update**
- TC 24/83 Close of meeting**

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



**Minutes of the Meeting of Corfe Mullen Town Council**  
**held on Tuesday 25 June 2024 at 19:00 in the Small Hall of the Village Hall**

**Present:**                   **Councillors**  
D Sowry-House (Chair)  
A Craven  
P Cuckston  
S Florek  
L Hardy  
A Holland  
P Holland  
S Jefferies  
J Lortie  
P Neil  
P Purvis

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

**Public Participation**

There were 3 members of the public present, one of whom wished to speak pertaining to agenda item no. TC 24/50 – to approve recommendations from the Community Services Committee – topographical/information board at Corfe Mullen Recreation Ground. Sergeant Steve Payne, East Dorset Neighbourhood Policing Team was also present.

The member of the public noted the recommendation for Council to agree in principle the installation of a board and for requestors to seek fundraising and/or sponsorship for the purchasing of the board. The member of the public asked if the Council would consider funding the board, similar to the board already installed on Wayman Way, Corfe Mullen identifying the viewpoints and items of interest.

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

**TC 24/43       To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Bonham and Papilio who both had prior commitments.

**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)

Cllr Craven declared a non-pecuniary interest relating to agenda item no. TC 24/50 – to approve recommendations from the Community Services Committee – bus shelters on Wareham Road, due to a family members request for a bus shelter on Wareham Road at the Windgreen roundabout.

Cllr Florek declared a non-pecuniary interest relating to agenda item no. TC 24/50 – to approve recommendations from the Community Services Committee – siting of

mobile coffee business at Corfe Mullen Recreation Ground, due to being an employee of the parent company.

**TC 24/45 Paper A – Co-option of Town Councillor to Fill a Casual Vacancy**

The Clerk presented the co-option process to be followed with applicants having a 5-minute slot to speak with questions from members once each candidate had spoken. The public and applicants would then be asked to leave the meeting to enable members to confidentially discuss applicants' attributes, and then return for the public vote.

The four applicants presented in alphabetical order, Mr Phillip Cuckston, Mr Bill Honeyman, Mr Andrew Joyce and Mr Phil Purvis.

The Chair resolved to exclude members of the public and applicants for a short time whilst deliberations were made on the merits of the applicants.

Members deliberated each applicant in the order they presented. The Chair then invited the applicants to return to the meeting where each member had one vote in favour of each applicant. The applicant with the lowest number of votes was eliminated, Mr Bill Honeyman. The Chair thanked Mr Honeyman for his representation and previous service to the Council and wished him all the best for the future.

Members then voted in favour to co-opt each remaining candidate, Mr Phillip Cuckston, Mr Andrew Joyce and Mr Phil Purvis.

It was **RESOLVED** to co-opt Mr Phillip Cuckston, Mr Andrew Joyce and Mr Phil Purvis as Town Councillors to fill the three casual vacancies with immediate effect.

The Chair welcomed Mr Phillip Cuckston, Mr Andrew Joyce and Mr Phil Purvis as members of Corfe Mullen Town Council.

Mr Cuckston and Mr Purvis signed their declaration of acceptance of office in the presence of the Town Clerk, who also signed. Mr Joyce to sign his declaration of acceptance of office as part of the new Councillor induction to be scheduled w/c 1 July 2024.

*Mr Honeyman left the meeting with Mr Cuckston and Mr Purvis joining the meeting as Town Councillors. Mr Joyce gave his apologies as he had a prior commitment.*

**TC 24/46 Paper B - To Approve minutes of the Town Council meeting held on 28 May 2024**  
(LGA 1972, sch 12, para 41)

The minutes of the meeting held on 28 May 2024 were **APPROVED**.

*The Chair suspended Standing Order 3e-h in order to bring forward agenda item no. TC 24/53 to enable Sergeant Payne to be part of the discussion and present to members on his team's recent work.*

**TC 24/53 Paper I – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**

The Clerk presented the report, noting the following updates:

- Dorset Council public toilets at Towers Way had closed until further notice due to continued vandalism at least 5 times since April 2024.
- Youths seen on the CCTV on the roof of the Village Hall.
- Tyre marks from what looked like an electric scooter or bike on the MUGA astro-turf surfacing at Towers Way.

- Member of the public reported a youth was seen speeding on an electric scooter on the sports pitches at Corfe Mullen Recreation Ground.
- The Deputy Clerk had met with a safeguarding representative from Corfe Hills School to share information.

The Chair welcomed Sergeant Payne to the meeting who provided an overview of the limited resources available within the Neighbourhood Policing Team and the area covered.

Sergeant Payne reported the main issue currently being experienced in the village related to anti-social behaviours. He provided examples of cases his team had been involved in and how his team were attending locations in the village as much as possible when on duty and reiterated the importance of reporting any issues to Dorset Police 101.

Discussion took place relating to enforcement and officers time resolving criminal damage to Town Council property. Sergeant Payne provided an overview of the Community Consequence Scheme, which worked in 97% of cases.

The Chair advised that he had recently spoken with David Sidwick, Dorset Police & Crime Commissioner and provided examples of behaviours being experienced in the village.

The update was **NOTED**.

*The Chair thanked Sergeant Payne for attending who then left the meeting.*

*The Chair brought forward agenda item no. TC 24/50 to enable agenda item to be discussed whilst the member of the public who made the representation during the public participation at the start of the meeting was present.*

#### **TC 24/50 Paper F – To Consider and Approve Recommendations from the Community Services Committee**

The Clerk presented the report, with Cllr Craven as Chair of the Community Services Committee providing additional information surrounding the discussions at the Community Services Committee meeting held on 11 June 2024. Members voted on all the recommendations with 10 voting in favour and one abstention.

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

- **Bus Shelters on Wareham Road:** 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:** Not to 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 from CIL receipts.

- **Vandal proof Refurbishment of Public Toilets at the Recreation Ground:** Not to 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:** 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.
- **Allotment Site:** Not to 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 driveway to the balancing pond and to educate plot holders not to drive and/or park vehicles on the grass verges.
- **Cemeteries:** Instruct Minster Stone Memorials to carry out repairs to damaged headstone T367B in the old cemetery at a total cost of £1,114+VAT.
- **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:
  - 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:** Carnival Committee to reconsider their options to relocate their shed and store new safety barriers in the Scout Hut compound. However, the Council would accommodate in the Grounds Unit compound, on the basis their items were self-insured in a designated area with restricted access.

*The Chair explained to the member of the public the decision of Council relating to the topographical/Information board and advised that as Chair he would be happy to assist with fundraising opportunities. The member of the public thanked him and provided copies of the type of board envisaged, similar to the board on Wayman Way.*

*The remaining three members of the public left the meeting. The Chair adjourned the meeting at 20:49 whilst members took a comfort break. The Chair reconvened the meeting at 21:03 and reinstated Standing Orders in enable the meeting to continue.*

**TC 24/47 Paper C - To Approve Accounts for Payment**

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £31,667.47.

**TC 24/48 Paper D – To Approve Bank Reconciliation for May 2024**

It was **RESOLVED** to **APPROVE** the bank reconciliation for May 2024.

**TC 24/49 Paper E – To Note the already Approved minutes of the Committees:**

- Community Services Committee – 9 April 2024
- Planning & Highways Committee – 21 May 2024

The already approved minutes were **NOTED**.

**TC 24/51 Paper G – To Approve and/or Retrospectively Approve Items**

The Clerk presented the report, noting the following updates:

- Item d - additional CCTV at the Council Office/Village Hall and Corfe Mullen Recreation Ground Sports Pavilion: to be funded by the earmarked exceptional & capital budget allocated in 2024/25 financial year with maintenance work funded from the budgeted office security cost code.
- Item e – tennis courts 1 and 2 fees 2024/25: tennis courts surfacing affecting the ball bounce, not the health & safety risks to users.
- Item h – accessible car parking space & drop off area at Council Office/Village Hall: Additional £300+VAT to be included in the quotation for safety barriers.
- Item l – emergency tree works to fell ash tree at Corfe Mullen Recreation Ground: substantial tree work to take place over 3 days by 3 operatives.

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

- a) **Reschedule Corfe Mullen Youth Trust and Corfe Mullen Village Hall Annual General Meetings Date** from Thursday 4 July 2024 at 18:30 in the small hall of the Village Hall to Thursday 5 September 2024 at 18:30 via MS Teams.
- b) **Fire Safety Emergency Lighting 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, funded by budgeted fire safety/H&S cost codes.
- c) **EICR remedial works at Corfe Mullen Recreation Ground Sports Pavilion** Option 2, Stanner Electrical to upgrade the DB1 & DB2 panels to a RCD protection for circuits 1-8 via standalone RCD in a separate enclosure at a total cost of £215+VAT funded by budgeted Pavilion H&S cost code.
- d) **Additional CCTV** at the Council Office/Village Hall at a total cost of £1160.71+VAT and Corfe Mullen Recreation Ground Sports Pavilion at a total cost of £874.18+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year and maintenance works at the Council Office at a total cost of £417.08+VAT funded by budgeted office security cost code.
- e) **Reduced Tennis Courts Fees for Courts 1 and 2 effective from 1 April 2024** in the interim period until the tennis courts had been refurbished, a revised fee for Corfe Mullen Lawn Tennis Club (CMLTC) of £1159 (winter fees from 1 October 2024 to 31 March 2025) and £2496 (summer fees from 1 April to 30 September 2024). Casual users and/or groups, revised fee of £6 per hour per court (1 and 2 only).
- f) **Corfe Mullen Juniors Tennis Club 2024/25 Reduced Fees effective from 1 July 2024** on the basis of reduced hours (days/times) to 15.15 hours per month and 30 hours per week during school holidays with same number of courts - monthly fee of £135 per month.
- g) **Updated Lone Working Policy**
- h) **To install accessible car parking space & drop off area at the Council Office/Village Hall** at a total cost up to £17,550+VAT. All costs to be grant funded using £50,000 budgeted in 2024/25 financial year for Village Hall improvements cost code.

**TC 24/52 Paper H – To Approve Additional Office IT – Migrating Email Accounts**

The Clerk presented the report, noting the issues experienced by the office when accessing mailboxes via IMAP versus Exchange in Microsoft 365 (MS365) and how the IT Contractor would need to work with all members either face to face or remotely the migrate their mailboxes.

It was **RESOLVED** to **APPROVE** Newburgh Networks Limited, IT Contractor to supply MS365 Exchange licensing for all mailboxes, backup and email filtering services and migrate all existing emails to the new Exchange Online mailboxes at a one-off additional configuration cost of £2000+VAT, with ongoing monthly subscription of £169.40+VAT based on 22 users (14 members, 4 office staff and 4 grounds team).

**TC 24/54 Paper J - To Note Update on Sole Trustee of Corfe Mullen Sports Association**

The Clerk presented the report, noting the Charity Commission had updated the Charities register to show the Town Council as sole Trustee of Corfe Mullen Sports Association with effect from 19 December 2023. The Clerk was liaising with the Secretary and Treasurer to hand over documentation.

The update was **NOTED**.

**TC 24/55 Verbal – To Note any updates from Representatives to Outside Bodies**

Cllr Jefferies noted a further update on the Beacon Hill landfill site was anticipated in September 2024.

Cllr Lortie advised she had attended the Dorset Association of Parish & Town Councils (DAPTC) Towns and Larger Parishes Committee meeting on 7 June 2024, whereby discussion and updates took place relating to the legal status of DAPTC to be voted on by members at their Annual General Meeting scheduled in November 2024, positive engagement with the new administration of Dorset Council and the draft Town and Larger Parishes survey results.

Cllr Lortie also advised she had volunteered to become a member of the DAPTC Executive Committee and attended her first meeting on 21 June 2024, which was very interesting.

The update was **NOTED**.

**TC 24/56 Verbal – To Note the update from the Climate Change Working Party**

Cllr Neil advised himself and Cllr Bonham had attended the DAPTC 'Our Journey to Net Zero' exhibition at Kingston Maurward on 22 May 2024 on behalf of the Council. Himself and Cllr Bonham to present their findings at a future meeting.

The update was **NOTED**.

**TC 24/57 Verbal – To Note Clerk's Update**

The Clerk provided an update as follows:

- Reminder to members to update their Register of Interests to include the three charities, Corfe Mullen Village Hall, Corfe Mullen Youth Trust and Corfe Mullen Sports Association.
- Legionella re-test completed at the Sports Pavilion prep area was negative.



- Met with the Chair and Secretary of Corfe Mullen Allotment Association on 19 June 2024, with several issues raised by the Association to be discussed at the next Community Services Committee scheduled on 13 August 2024.
- Joint Working Party due to be held with Wimborne Minster Town Council on 21 June 2024 relating to road safety improvements on Julians Bridge had been postponed. Awaiting a rescheduled date.
- Complaint raised with the Energy Ombudsman relating to SSE invoices received and processed via Direct Debit for a location in Sherborne, Dorset.
- Pest control were attending the Council office, due to rodent activity.

The update was **NOTED**.

#### **TC 24/58 Verbal – To Note Mayor’s Report**

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/59.

#### **TC 24/59 Verbal – To Note Dorset Councillors Report**

Cllrs Sowry-House and Florek provided the following updates:

- Attended concert of the Dorset Rural School of Music in Blandford.
- Attended Dorset Council mandatory planning training.
- Cllr Florek attended the Dorset Council Overview & Scrutiny Committee training.
- Attended D-Day commemorative event at the War Memorial in the old cemetery with members of the Royal British Legion, with Cllr Hardy also in attendance.
- Attended the allotment site with Corfe Mullen Beavers who were visiting the site relating to their gardening badges.
- Part of Corfe Mullen Carnival procession.
- Attended introduction to Dorset Council Children Services.
- Emerging Purbeck Local Plan due to be presented to the Dorset Council Cabinet in July 2024.
- Attended Dorset Council One Note Training.
- Cllr Florek attended Southwest Trains Stakeholder session.
- Cllr Florek part of Dorset Council Youth Grant Panel.
- First Councillor Surgery scheduled on 18 June 2024 was postponed due to pre-election period. Surgeries to be held at Corfe Mullen library on the first Saturday of the month.
- Presented Long Service and Retirement Awards on behalf of the Fire Authority at Poole Fire Station on Holes Bay.
- Attended flag raising at County Hall in Dorchester to mark Armed Forces Day.
- Chair of the Fire Authority meeting.
- Vice-Chair of the Corporate Parenting Board.
- Attended solstice evening by invite from local resident, Ellie Brookes.
- Corfe Hills School academy status.

The update was **NOTED**.

#### **TC 24/60 Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

Cllr Craven asked if provision of Councillor training could be reviewed for relevance and content. Members noted they had had mixed experiences whilst attending the recent DAPTC training.

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

**TC 24/61 To Agree a date and time for the next meeting** – Tuesday 23 July 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**TC 24/62 To Resolve to exclude members of the press and public**

It was **RESOLVED** for members of the press and public to be excluded from the meeting.

**TC 24/63 Verbal – To Note Staffing Update**

The Clerk and Chair provided an update on the recent internal interview for the role of Grounds Team Leader. The Clerk also noted there had been 18 applications for the role of Deputy Clerk with 8 shortlisted for interviews scheduled on 26-27 June 2024.

It was **RESOLVED** to pause the recruitment of a Grounds Team Leader until following the interviews for the Deputy Clerk role scheduled on 26-27 June 2024.

**TC 24/42 Close of meeting at 22:24.**

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

# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 July 2024



Agenda Item: TC 24/68

Paper: B

<b>Subject:</b>	Accounts for Payment
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled on the attached PDF.
<b>Key Points:</b>	<p>Accounts for payment is created direct from Scribe, 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>
<b>Recommendation:</b>	To APPROVE Accounts for Payment totalling £26,048.09.

Accounts for Payment - 23 July 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
386	24.07.2024	£116.00	Training	DAPTC	IB	New Cllr Training
385	24.07.2024	£4.69	Stationery	Amazon Payments UK Ltd.	IB	Storage Box for Office
383	05.08.2024	£138.42	Electricity Usage	British Gas	DD	Sports Pavilion
382	02.08.2024	£90.95	Gas Usage	British Gas	DD	Sports Pavilion
381	24.07.2024	£33.99	Equipment	Amazon Payments UK Ltd.	IB	Heavy Duty Spade
380	01.08.2024	£35.37	Water Usage	Water2business	DD	Cemeteries
379	24.07.2024	£48.00	Annual Subscription	Vision ICT	IB	Additional email set up
378	29.07.2024	£43.39	Fuel	UK Fuels Limited	DD	
377	24.07.2024	£31.99	Materials & Supplies	Trade UK (Screwfix)	IB	Night latch for Public Toilets at Rec
376	24.07.2024	£3.50	Materials & Supplies	Trade Uk (B&Q)	IB	Bolts for Henbury Play Area Fence
375	24.07.2024	£980.00	Training	The Play Inspection Company	IB	DB/PS Playground Inspection Training
374	24.07.2024	£102.00	Maintenance	Stanner Electrical Contractors	IB	Sports Pavilion Faulty lights
373	24.07.2024	£14.96	Materials & Supplies	Trade UK (Screwfix)	IB	Various materials
372	24.07.2024	£25.50	Cleaning	R Evetts	IB	Sports Pavilion Windows
371	24.07.2024	£10.00	Cleaning	R Evetts	IB	Office Windows
370	15.07.2024	£119.94	Monthly Subscription	Skyguard Limited T/A Peoplesafe	DD	Monthly subscription - loan working devices
369	24.07.2024	£304.40	Materials & Supplies	Online Playgrounds	IB	Paint & Grass Matting for Rec Play Area
368	24.07.2024	£237.00	Materials & Supplies	Online Playgrounds	IB	Paint for Goal Posts and nuts/bolts for Rec Play Area play equipment
367	24.07.2024	£153.47	Materials & Supplies	New World Sports Limited	IB	Replacement Tennis Nets
366	24.07.2024	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	IB	
365	24.07.2024	£139.80	Materials & Supplies	MBWilkes	IB	Top soil for Cemeteries
364	24.07.2024	£107.28	Materials & Supplies	MBWilkes	IB	Materials for Cemetery bin base
363	24.07.2024	£36.10	Materials & Supplies	MBWilkes	IB	Materials for Springdale Road Open Space replacement post
362	24.07.2024	£57.72	Materials & Supplies	Eastern Shires Purchasing Org.	IB	Toilet rolls
361	28.07.2024	£263.28	Advertisement	Dorset Council	DD	Deputy Clerk role

Accounts for Payment - 23 July 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
360	24.07.2024	£217.88	Printing	Deos Group.co.uk Limited	IB	Photocopying
359	24.07.2024	£28.00	Room Hire	Corfe Mullen Village Hall	IB	CMTC Meeeetings
358	25.08.2024	£22.40	Fire Safety	Chubb Fire Limited	DD	Monthly Fire Extinguisher fees at Grounds Unit
357	24.07.2024	£676.08	Maintenance	Clifford Roberts (Canford Drains)	IB	Drainage Works at Grounds Unit
356	24.07.2024	£391.97	Phone Lines & Broadband	British Telecom plc	DD	Quarterly fees
355	29.07.2024	£110.21	Electricity Usage	British Gas	DD	Council Office
354	24.07.2024	£1,965.60	Grounds Maintenance	Bournemouth, Christchurch & Poole Council	IB	Apr-24
353	24.07.2024	£1,309.80	Grounds Maintenance	Bournemouth, Christchurch & Poole Council	IB	May-24
352	24.07.2024	£89.94	Uniform	Arco Ltd.	IB	Uniform for Grounds Team
351	24.07.2024	£4.06	Materials & Supplies	Amazon Payments UK Ltd.	IB	Screws for cable clops
350	24.07.2024	£3.91	Materials & Supplies	Amazon Payments UK Ltd.	IB	Replacement Bulb for Gator
349	24.07.2024	£9.99	Stationery	Amazon Payments UK Ltd.	IB	Office drawers organiser
348	24.07.2024	£9.90	Materials & Supplies	Amazon Payments UK Ltd.	IB	Moth balls for Allotments
347	24.07.2024	£15.88	Materials & Supplies	Amazon Payments UK Ltd.	IB	Degreaser for goal posts
346	24.07.2024	£9.49	Materials & Supplies	Amazon Payments UK Ltd.	IB	Cable Clips
345	24.07.2024	£8.66	Materials & Supplies	Amazon Payments UK Ltd.	IB	Anchor bolts for Cemetery bin
344	25.07.2024	£1,523.00	PAYE	HMRC	IB	Jul-24
343	25.07.2024	£1,863.98	NIC	HMRC	IB	Jul-24
342	25.07.2024	£3,872.94	Pension Contributions	DCPF	IB	Jul-24
341	25.07.2024	£10,767.21	Salaries	Central Computer Management Ltd	IB	Jul-24
<b>TOTAL:</b>		<b>£26,048.09</b>				

# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 July 2024



Agenda Item: TC 24/69

Paper: C

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



# Corfe Mullen Town Council

16 July 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34	Utilities	01/06/2024	TC 23/269	Cooperative Current	IB	Utilities	2nd Corfe Mullen Scouts	Z	1,475.90		1,475.90
203	Rates	01/06/2024	TC 24/25	Cooperative Current	DD	Rates	Dorset Council	Z	432.00		432.00
202	Rates & Utilities	01/06/2024	TC 24/25	Cooperative Current	DD	Rates	Dorset Council	Z	227.00		227.00
218	Street Lighting and Furniture	01/06/2024	CS 24/06	Cooperative Current	DD	Electricity Usage	SSE Energy Solutions (Sou	S	69.19	13.84	83.03
218	Street Lighting and Furniture	01/06/2024	CS 24/06	Cooperative Current	DD	Electricity Usage	SSE Energy Solutions (Sou	L	167.54	8.38	175.92
171	Pavilion - Utilities	02/06/2024	TC 24/25	Cooperative Current	DD	Gas Usage	British Gas	L	198.06	9.90	207.96
228	Office Cleaning (inc Windows)	03/06/2024	CS 24/06	Cooperative Current	Card	Materials & Supplies	Co-op Supermarket	Z	8.75		8.75
198	Vehicle Fuel	03/06/2024	TC 24/25	Cooperative Current	DD	Fuel	UK Fuels Limited	S	24.67	4.93	29.60
198	Equipment Fuel	03/06/2024	TC 24/25	Cooperative Current	DD	Fuel	UK Fuels Limited	S	13.28	2.65	15.93
189	Pavilion - Utilities	05/06/2024	TC 24/25	Cooperative Current	DD	Electricity Usage	British Gas	L	139.15	6.96	146.11
213	Bank Charges	05/06/2024	CS 24/06	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	3.98		3.98
143	Street Lighting and Furniture	06/06/2024	TC 24/06	Cooperative Current	IB	Maintenance	Enerveo Limited	S	2,839.50	567.90	3,407.40
220	Vehicle Fuel	10/06/2024	CS 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	63.20	12.64	75.84
220	Equipment Fuel	10/06/2024	CS 24/06	Cooperative Current	DD	Fuel	UK Fuels Limited	S	14.78	2.95	17.73
284	Cleaning Materials & Supplies	13/06/2024		Cooperative Current	Card	Materials & Supplies	Agri-Gem Ltd	S	26.49	5.30	31.79
212	Ground Staff Building (premise	13/06/2024	CS 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
212	Public Toilets	13/06/2024	CS 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	372.00	74.40	446.40
212	Pavilion - Cleaning & Supplies	13/06/2024	CS 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	559.00	111.80	670.80
216	Pavilion - Cleaning & Supplies	13/06/2024	CS 24/06	Cooperative Current	IB	Cleaning	R Evetts	Z	25.50		25.50
217	Councillor Training	13/06/2024	CS 24/06	Cooperative Current	IB	Training	SLCC Enterprises Ltd	S	130.00	26.00	156.00
212	Office Cleaning (inc Windows)	13/06/2024	CS 24/06	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	21.50	4.30	25.80
215	Office Cleaning (inc Windows)	13/06/2024	CS 24/06	Cooperative Current	IB	Cleaning	R Evetts	Z	10.00		10.00
211	Plant Maintenance	13/06/2024	CS 24/06	Cooperative Current	IB	Maintenance	Amazon Payments UK Ltd.	S	5.57	1.11	6.68
214	Street Lighting and Furniture	13/06/2024	CS 24/06	Cooperative Current	IB	Maintenance	Enerveo Limited	S	77.64	15.53	93.17
241	VH Reimbursement	13/06/2024		Cooperative Current	IB	CMVH Items	Waterplus	Z	-45.11		-45.11
226	Ground Staff Building (premise	15/06/2024	CS 24/06	Cooperative Current	IB	Maintenance	Holland Gas Services Bourr	S	160.83	32.17	193.00
227	Security (Alarm & CCTV)	15/06/2024	CS 24/06	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	660.00	132.00	792.00
240	Staff Professional Fees	15/06/2024	CS 24/06	Cooperative Current	IB	Annual Subscription	SLCC	Z	357.00		357.00
237	Office IT & Software	15/06/2024	CS 24/06	Cooperative Current	IB	IT & Software	PCs Made Simple	S	1,717.49	343.49	2,060.98
239	Health & Safety Services	15/06/2024	CS 24/06	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
222	Office Cleaning (inc Windows)	15/06/2024	CS 24/06	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	4.36	0.87	5.23
223	Plant Maintenance	15/06/2024	CS 24/06	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	31.25	6.25	37.50
229	Neighbourhood Plan	15/06/2024	CS 24/06	Cooperative Current	IB	Annual Subscription	Pixel Trix	Z	139.50		139.50
233	Pavilion - Utilities	16/06/2024	CS 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	20.05		20.05



## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
231	Rates & Utilities	16/06/2024	CS 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	8.82		8.82
230	Water	16/06/2024	CS 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	125.26		125.26
285	Pavilion - Maintenance	17/06/2024		Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	-5.15	-1.03	-6.18
235	Chairman's Allowance	17/06/2024	CS 24/06	Cooperative Current	IB	Gift	The English Garden Florist	Z	40.00		40.00
232	Pavilion - Utilities	18/06/2024	CS 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	27.99		27.99
122	PPE & Uniform	18/06/2024		Cooperative Current	IB	Uniform	Arco Ltd.	S	-26.18	-5.24	-31.42
224	Telephone/Internet	18/06/2024	CS 24/06	Cooperative Current	DD	Monthly Subscription	Buzz Networks Ltd.	S	39.94	7.99	47.93
234	Utilities	18/06/2024	CS 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	15.04		15.04
234	VH Reimbursement	18/06/2024	CS 24/06	Cooperative Current	DD	Water Usage	Waterplus	Z	45.11		45.11
136	PPE & Uniform	19/06/2024		Cooperative Current	IB	Uniform	Arco Ltd.	S	-25.73	-5.15	-30.88
245	Pavilion - Maintenance	19/06/2024		Cooperative Current	IB	Maintenance	Joy Services Group	S	202.15	40.43	242.58
244	Pavilion - Maintenance	19/06/2024		Cooperative Current	IB	Maintenance	Joy Services Group	S	75.00	15.00	90.00
242	Pavilion - Maintenance	19/06/2024		Cooperative Current	IB	Maintenance	BURNSgas Ltd	S	-75.00	-15.00	-90.00
243	Pavilion - Maintenance	19/06/2024		Cooperative Current	IB	Maintenance	BURNSgas Ltd	S	-202.15	-40.43	-242.58
135	PPE & Uniform	19/06/2024		Cooperative Current	IB	Uniform	Arco Ltd.	S	-48.22	-9.64	-57.86
255	Rates & Utilities	19/06/2024	TC 24/47	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	5.72	0.28	6.00
182	Public Toilets	20/06/2024	TC 24/47	Cooperative Current	Card	Materials & Supplies	NLS Security Ltd incorporal	S	22.11	4.42	26.53
225	Employment Services	20/06/2024	CS 24/06	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
238	Waste & Recycling	21/06/2024	CS 24/06	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	321.16		321.16
238	Pavilion - Waste	21/06/2024	CS 24/06	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	49.84		49.84
238	Office - Waste Collection	21/06/2024	CS 24/06	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	38.95		38.95
279	Printing/Postage/Stationery	24/06/2024	TC 24/47	Cooperative Current	Card	Postage	Swanage Post Office	Z	6.80		6.80
256	Vehicle Fuel	24/06/2024	TC 24/47	Cooperative Current	DD	Fuel	UK Fuels Limited	S	63.77	12.76	76.53
256	Equipment Fuel	24/06/2024	TC 24/47	Cooperative Current	DD	Fuel	UK Fuels Limited	S	24.28	4.86	29.14
259	Salaries	25/06/2024	TC 24/47	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	11,037.01		11,037.01
262	PAYE	25/06/2024	TC 24/47	Cooperative Current	IB	PAYE	HMRC	Z	1,253.20		1,253.20
261	National Insurance	25/06/2024	TC 24/47	Cooperative Current	IB	NIC	HMRC	Z	1,863.98		1,863.98
260	Pension	25/06/2024	TC 24/47	Cooperative Current	IB	Pension Contributions	DCPF	Z	3,872.94		3,872.94
274	Telephone/Broadband/Mobiles	25/06/2024	TC 24/47	Cooperative Current	DD	Mobile Costs	EE	S	9.49	1.90	11.39
139	Ground Staff Building (premise	25/06/2024	TC 24/06	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.67	3.73	22.40
286	Public Toilets	26/06/2024		Cooperative Current	Card	Materials & Supplies	Cricklewood Electronics	S	6.75	1.35	8.10
271	PPE & Uniform	26/06/2024	TC 24/47	Cooperative Current	IB	Uniform	Arco Ltd.	S	61.86	12.37	74.23
270	Cleaning Materials & Supplies	26/06/2024	TC 24/47	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	7.99	1.60	9.59
264	Security (Alarm & CCTV)	26/06/2024	TC 24/47	Cooperative Current	IB	Maintenance	Secure Alarms	S	76.00	15.20	91.20
318	Pavilion - Health & Safety	26/06/2024		Cooperative Current	IB	Maintenance	Dorset Fire & Security	S	128.35	25.67	154.02

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
248	PPE & Uniform	26/06/2024	TC 24/47	Cooperative Current	IB	Uniform	Arco Ltd.	S	59.98	12.00	71.98
254	Play Areas	26/06/2024	TC 24/47	Cooperative Current	IB	Equipment	Redlynch Leisure Installatic	S	170.00	34.00	204.00
251	Councillor Training	26/06/2024	TC 24/47	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	40.00		40.00
252	Councillor Training	26/06/2024	TC 24/47	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	30.00		30.00
253	Office IT & Software	26/06/2024	TC 24/47	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
269	Councillor Training	26/06/2024	TC 24/47	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	60.00		60.00
258	Repairs & Maintenance	26/06/2024	TC 24/47	Cooperative Current	IB	Maintenance	The Drain Team (Dorset) L	S	99.00	19.80	118.80
257	Fire and Security	26/06/2024	TC 24/47	Cooperative Current	IB	Maintenance	Unique Fire & Security Ltd.	S	70.00	14.00	84.00
319	Fire and Security	26/06/2024		Cooperative Current	IB	Maintenance	Dorset Fire & Security	S	197.64	39.52	237.16
247	Office Cleaning (inc Windows)	26/06/2024	TC 24/47	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	11.66	2.33	13.99
219	Rates & Utilities	26/06/2024	CS 24/06	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	46.77	2.34	49.11
263	Youth Centre Revenue Grant	26/06/2024	TC 24/47	Cooperative Current	IB	CMYT Grant	Corfe Mullen Youth Trust	Z	7,641.25		7,641.25
267	Maintenance	26/06/2024	TC 24/47	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	8.25	1.65	9.90
265	Tree Survey Remedial Actions	26/06/2024	TC 24/47	Cooperative Current	IB	Maintenance	Treestuff Ltd	S	3,150.00	630.00	3,780.00
304	VH Reimbursement	26/06/2024		Cooperative Current	Card	CMVH Items	1p Mobile t/a Telecommun	Z	10.00		10.00
283	VH Reimbursement	26/06/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-18.00		-18.00
281	VH Reimbursement	26/06/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-10.75		-10.75
282	VH Reimbursement	26/06/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-15.99		-15.99
280	VH Reimbursement	26/06/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-9.39		-9.39
268	VH Reimbursement	26/06/2024	TC 24/47	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	9.39		9.39
246	VH Reimbursement	26/06/2024	TC 24/47	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	18.00		18.00
305	Health & Safety Services	27/06/2024		Cooperative Current	DD	Monthly Subscription	Peninsula Business Service:	S	263.40	52.68	316.08
250	Pavilion - Utilities	28/06/2024	TC 24/47	Cooperative Current	DD	Gas Usage	British Gas	L	111.65	5.58	117.23
<b>Total</b>									<b>41,225.83</b>	<b>2,321.77</b>	<b>43,547.60</b>











RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
138	Cricket Fees	28/06/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
<b>Total</b>									<b>7,090.02</b>		<b>7,090.02</b>





**Minutes of the Meeting of Finance & Administration Committee held at 19:30  
on Tuesday 21 May 2024 in the small hall of the Village Hall**

**Present:** **Councillors**  
J Lortie (Chair)  
A Craven  
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 no members of the public present.

**FA 24/01 To Elect a Chair for the Municipal Year 2024/25**

Cllr Sowry-House proposed Cllr Lortie as Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Papilio, with all members voting in favour.

Cllr Lortie accepted the position.

It was **RESOLVED** that Cllr Lortie be elected as Chair of the Finance & Administration Committee for the municipal year 2024/25.

**FA 24/02 To Elect a Vice-Chair for the Municipal Year 2024/25**

Cllr Lortie proposed Cllr Sowry-House as Vice-Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Papilio, with all members voting in favour.

Cllr Sowry-House accepted the position.

It was **RESOLVED** that Cllr Sowry-House be elected as Vice-Chair of the Finance & Administration Committee for the municipal year 2024/25.

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

Apologies for absence were received and accepted from Cllr Hardy due to work commitments.

**FA 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)

There were no declarations of interest.

**FA 24/05 Paper A - To Approve minutes of meeting held on 4 January 2024** LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 4 January 2024, subject to updating the attendees to include Cllr Stennett.

**FA 24/06 Paper B – To Approve Bank Reconciliation for April 2024**

The bank reconciliation for April 2024 was **APPROVED**.

**FA 24/07 Paper C – To Receive and Note the Quarter 4 Budget Monitoring Report and Year End Position for financial year ended 31 March 2024**

Cllr Craven raised the following queries:

- Line 75 – Allotments water: Why was there an overspend. The Clerk confirmed at the time of budget setting it was anticipated that the Allotment Association would take over self-management of the allotment site. Therefore, water costs would be payable by the Allotment Association. The overspend had been offset by the allotment rent income received by the Council.
- Line 106 – Allotments sheds: Would sheds be purchased by the Council on behalf of the plot holders as in previous years. The Clerk confirmed it was anticipated sheds would be offered to plot holders later in the year.
- Line 109 – Exceptional & Capital cricket fence nets: Why did the actual spend show -£1200.00 with a variance of £3,200. The Clerk confirmed the £1200 was an adjustment from the 2022/23 financial year which was not progressed due to availability of steel posts. However, 3-4 posts would be replaced in the 2024/25 financial year.
- Line 111 – Exceptional and Capital tree survey: The spend of £3350 was unbudgeted. The Clerk confirmed the tree survey was budgeted in the 2022/23 financial year.
- Line 113 – Exceptional and Capital office porch: What progress had been made bearing in the mind the planning permission granted for commencing building works. The Deputy Clerk informed members that East Dorset Planning had confirmed the accessible car parking space and drop-off area at the front of the Village Hall needed to be completed prior to any building works commencing. Quotations from Contractors were imminent, with works needed to have commenced by the end of August 2024. It was confirmed that once works had commenced a Certificate of Lawful Use application would need to be submitted to Dorset Council as formal confirmation that the development had commenced within the three-year timeframe.
- Line 129 – Exceptional and Capital replacement vehicle: Why was there an overspend. The Clerk confirmed the actual spend on the utility gator was £12,950, showing an overspend of £950.
- Line 131 – Exceptional and Capital website redesign: When would work to redesign the website commence. The Clerk confirmed once the office IT had been upgraded in June 2024, work would commence on the website.
- Line 44 – General Admin election costs: Was there any progress with DAPTC relating to the high costs of the by-election in November 2023. The Clerk confirmed DAPTC were highlighting the high elections costs nationally to NALC and the concerns that people were not putting themselves forward for election due to the costs involved and impact on Councils budgets and effects on local democracy.
- Grant Funding: Was there any progress with the grant applications for the outdoor gym equipment at the Recreation Ground. The Clerk confirmed no response had been received to the application submitted to Suez to date. However, further grant applications were in progress.

The Clerk advised members that further CIL monies had been received taking the total CIL receipts monies to £15,271.11 which would need to be spent in the 2024/25 financial year.

Discussion took place relating to the earmarked reserves for refurbishment/rebuild of the sports pavilion. The Clerk reiterated to members that public consultation would need to commence during the 2024/25 financial year in order to appoint a project manager and architect. It was noted the importance of public consultation particularly when the Council were seeking approval of a Public Works Loan.

Members **RECEIVED** and **NOTED** the Quarter 4 Budget Monitoring Report and Year End Position for financial year ended 31 March 2024.

**FA 24/08 Paper D – To Review and Approve Bank Mandate and Signatories**

The Clerk presented the report, noting the need for additional bank signatories as a result of recent resignations and retirements and a newly elected Council.

It was **RESOLVED** to recommend **APPROVAL** to Full Council to update the bank mandate and signatories for the newly elected Council for a 5-year term, to be reviewed annually as follows:

REMOVE Paul Harrison, Dave Everett and David Mattocks and REPLACE with Cllr Adrian Craven, Cllr Jocelyn Lortie and Cllr Vanessa Papilio.

The Clerk advised that the necessary forms would be completed for signing following the Full Council meeting scheduled on 28 May 2024.

**FA 24/09 Paper E – To Review and Approve General and Earmarked Reserves Policy**

It was **RESOLVED** to recommend **APPROVAL** to Full Council of the General and Earmarked Reserves Policy.

**FA 24/10 Paper F – To Review and Approve Investment Strategy Policy**

It was **RESOLVED** to recommend **APPROVAL** to Full Council of the Investment Strategy Policy.

**FA 24/11 Paper G – To Review and Approve the Councils Regular Payment Methods**

The Clerk presented the report, noting appendix 1 provided a list of direct debits, already in place for the Councils operating account held with the Co-operative Bank.

Cllr Craven queried why there were two monthly direct debits set up for Water Plus for the sports pavilion. The Clerk confirmed the sports pavilion lounge/kitchen and changing rooms were on separate water meters and therefore billed separately.

Cllr Lortie asked what Central Computer Management Ltd related to. The Clerk confirmed this related to the monthly payroll processing fee trading as Livepay.

It was **RESOLVED** to recommend **APPROVAL** to Full Council of the following:

- Use of variable direct debits shown in Appendix 1.
- Use of BACS by the Councils payroll provider.
- Use of CHAPs for fund transfers between the Councils banking arrangements.

**FA 24/12 Paper H – To Review and Approve Fund Transfers**

It was **RESOLVED** to recommend **APPROVAL** to Full Council the following fund transfers:

- 1 May 2024 - £260,000 transfer from the co-operative bank to the Public Sector Deposit Fund (PSDF) on receipt of the first tranche of the Precept to ensure the co-operative bank account remained below the FSCS limit of £85,000. Mandate authorised by Cllrs Anne & Paul Holland and countersigned by the Clerk.

**FA 24/13 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

Cllr Sowry-House suggested for the Council to consider developing a Men's Shed provision in the Tower's Way green space as part of the 2025/26 budget-setting process.

**FA 24/14 To Agree a date and time for the next meeting** – Tuesday 9 July 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**FA 24/15 Close of Meeting at 20:29.**

Signed as a correct record of the meeting..... *F. Lotrie* ..... Date..... *9/7/24* .....

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



**Minutes of the meeting of the Planning & Highways Committee held on  
Tuesday 28 May 2024 at 18:30 in the small hall of the Village Hall**

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

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

**Public Participation**

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

**PC 24/16       To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr A Holland due to medical reasons.

**PC 24/17       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 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 24/18       Paper A - To Approve minutes of meeting held on 21 May 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 21 May 2024 were **APPROVED**.

**PC 24/19       Paper B - To Note Planning Decisions Report** – decisions between 15 May 2024 – 22 May 2024

The planning decisions report was **NOTED**.

A handwritten signature in black ink, appearing to be 'D. Neil', is written over the bottom right of the page.

## To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services

**Application No:** P/HOU/2024/02458  
**Location:** 35 Blandford Road Corfe Mullen BH21 3HD  
**Proposal:** Demolish conservatory and build extension on same footprint.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405376>

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

**Application No:** P/HOU/2024/02096  
**Location:** 49 Albert Road Corfe Mullen BH21 3QD  
**Proposal:** Retain annex on the existing hardstanding, garage already demolished.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=404946>

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

## To Consider and Comment on Variation of Condition received from Dorset Council Planning Services

**Application No:** P/VOC/2024/02665  
**Location:** 2 Hillcrest Road Corfe Mullen BH21 3LX  
**Proposal:** Erect a garden room (with variation of condition 4 of planning permission P/HOU/2022/08017 to permit the use of screw piles for the foundation system).  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405614>

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

## To Consider and Comment on Outline Planning Permission received from Dorset Council Planning Services

**Application No:** P/OUT/2024/02668  
**Location:** 74 Wareham Road Corfe Mullen Wimborne BH21 3LG  
**Proposal:** Demolish existing bungalow and erect 11 residential units, 100% affordable housing (outline application only to determine access, appearance, layout and scale).  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405618>

The Clerk read out the previous objections relating to planning application no. P/FUL/2023/00656 – 74 Wareham Road to construct 9 new dwellings in the same location and the planning appeal ref: APP/D1265/W/21/3288438, which was dismissed by the Planning Inspectorate in January 2023, due to the impact to the loss of amenity of the neighbouring property.

Discussion took place relating to the accessibility and visibility from the site onto Wareham Road, scheme of affordability and local housing needs assessment along with Tree Preservation Orders (TPO's) on the site.

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

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

- **ME1 – Safeguarding Biodiversity and Geodiversity:** tulip and liquid amber trees to the rear of the site are subject to Tree Preservation Orders (TPO's) protecting the amenity and condition of habitats and species within a regionally geological

geomorphological area. The hedgerow between the site and neighbouring properties should also be protected as it forms an important wildlife corridor.

- **ME2 – Protection of the Dorset Heathlands:** the proposed development is within 400m and 1km of protected European and internationally protected heathlands, Sites of Special Scientific Interest (SSSI), RAMSAR, and does not provide Suitable Alternative Natural Greenspace (SANG) or provision of other appropriate avoidance/mitigation measures.
- **LN2 – Design, Layout and Density of New Housing Development:** the design and layout of the proposed development conflicts with the local character of the area with minimal outdoor space allocated for each dwelling.
- **HE2 – Design of New Development:** the proposed layout, scale, and appearance is an overdevelopment of the site which is overbearing resulting in a loss of amenity of the adjacent properties from plots 1 & 4. The development does not have a compatible relationship with neighbouring property which has Velux windows and would be overlooked and overshadowed by the proposed development.

The development is out of character and not compatible with its surroundings and neighbouring properties, therefore, impacting on the amenity and privacy currently enjoyed by neighbouring properties.

- **LN1 – Size and Type of New Dwellings:** no evidence of current and/or projected local housing needs identified in a strategic housing market assessment.
- **KS9 – Transport Strategy and Prime Transport Corridors:** visibility splays when exiting onto Wareham are limited due to oncoming traffic approaching over the brow of a hill. Access by emergency services and refuge collectors is limited due to the narrow driveway access with limited turning circles.
- **KS11 – Transport and Development:** the proposed development does not provide safe access via a narrow driveway resulting in material changes on the residential amenity of the neighbouring property due to increased vehicles associated with 11 new dwellings.

The proposal is also contrary to the following policies within the National Planning Policy Framework (NPPF) paragraphs:

- **116d:** delivery of goods and access by services and emergency vehicles would be limited, due to access via a narrow driveway.
- **180:** the proposed development may impact the adjacent conservation area, if developed.
- **127:** the proposed development is not a good layout and sympathetic to its surroundings and fails to include the appropriate amount of green space.

#### **To Note TPO Confirmations received from Dorset Council Planning Services**

**Application No:** TPO/2024/0039  
**Location:** Land at 11 Central Avenue, Corfe Mullen, BH21 3JD  
**Trees Specified:** T1 – Betula sp.  
T2 – Pinus sp.  
T3 – Pinus sp.  
T4 – Liquidambar sp.



The Clerk noted the application related to the trees adjacent to the proposed construction of a double garage on the site, discussed at the previous meeting, whereby members raised concerns to protect the trees during ground works.

**Application No:** TPO/2023/0094  
**Location:** Land at E398953 N97274, Wareham Road, Corfe Mullen, BH21 3NY  
**Trees Specified:** T1 – Holly

**Application No:** TPO/2024/0007  
**Location:** Land at E398655 N96671, Birch Close, Corfe Mullen, BH21 3TB  
**Trees Specified:** T1 - Cypress

The tree preservation orders were **NOTED**.

Cllr Sowry-House provided an update on a response received from a Dorset Council Tree Officer relating to new Tree Preservation Order no. TPO/2024/0033 - oak tree at land south of Windgreen roundabout overhanging an adjacent residential property. Unfortunately, the issue has not been resolved and was being followed up, with any further updates to be provided at a future meeting.

#### **PC 24/21 Paper C – To Note Highways Update**

The Clerk provided an update as follows:

- Line 2: further concerns have been raised by residents relating to the road safety of school children on Wimborne Road adjacent to Lockyers School and the new housing development, due to parked cars, particularly during school pick up/drop off times. Dorset Council Highways had carried out a road traffic survey in September 2023, whereby the location did not score above the 0.4 criteria for a formal crossing. However, the issue was being followed up with the Dorset Council School Road Safety Officers.
- Line 8: further requests received for traffic calming on Blandford Road. As previously, it was agreed to await the accident investigation report, prior to consideration of any road safety measures in the location.
- Line 12: update to be provided as part of agenda item PC 24/28.

The update was **NOTED**.

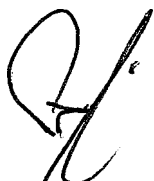
#### **PC 24/22 Verbal - To Consider and Support Siting of Beryl Bikes on Wimborne Road adjacent to the Lambs Green Inn – Cllr Jackie Bonham**

Cllr Bonham asked members to consider supporting the siting of a Beryl Bikes bay on Wimborne Road, adjacent to the Lambs Green Inn.

Discussion took place relating to accessibility and obstruction on pavements, particularly for wheelchair users, due to minimal paths and grassed verges in the location. Members were mindful of several highways issues relating to traffic speeds and safe crossing for pedestrians in the location and felt each went hand in hand and should be considered in their entirety.

The Clerk noted lines 6 and 15 on the highways update schedule captured the proposed road safety improvements, whereby a request had already been submitted to Dorset Council Highways to carry out a road traffic/speed survey in the location.

It was **RESOLVED** to follow up with Dorset Council Highways when the road traffic/speed survey would be conducted, to then explore the feasibility of reducing the





speed limit to 30mph from the A31 Lake Gates roundabout on Wimborne Road, along with a pedestrian crossing and a Beryl Bike bay near the Lambs Green Inn.

**PC 24/23 Verbal - To Consider and Support Wildflower Planting on Grass Verges** – Cllr Jackie Bonham

Cllr Bonham asked members to consider supporting the planting of wildflowers on grass verges within Corfe Mullen.

The Clerk confirmed most of the grass verges within the village were maintained by Dorset Council, with exception of the grass verge outside of BH Live on Wareham Road.

Cllr Sowry-House provided some background on the Town Councils previous experience of wildflower planting in the community orchard at the Recreation Ground, which had unfortunately been unsuccessful due to the soil type.

As a Council who had declared a climate emergency, increasing biodiversity net gain was a priority and members felt consideration should be given to planting spring bulbs and/or oxeye daisies on Town Council sites.

It was **RESOLVED** for the Community Services Committee to consider locations for additional planting as part of the Annual Parish Tour and for funding options to be investigated.

**PC 24/24 Paper D – To Note and Consider Response to Planning Appeal – P/FUL/2023/00671 – Badgers Green, Waterloo Road, Corfe Mullen BH21 2SN**

The Clerk noted the Committee had no objection to planning application no. P/FUL/2023/00671 – Badgers Green, Waterloo Road, Corfe Mullen BH21 2SN. However, a new planning application had been received dated 23 May 2024 for the site to construct a new commercial unit, which would be considered at the next Planning & Highways Committee meeting scheduled on 11 June 2024.

The update was **NOTED**.

**PC 24/25 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**PC 24/26 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 11 June 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

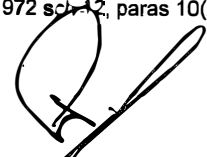
*Members of the public left the meeting.*

**PC 24/27 To Resolve to exclude members of the press and public** – to agree that agenda item PC 24/28 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.

**PC 24/28 Paper E – To Consider and Comment on Primary Consultation**

The Clerk presented the report, noting as a primary consultee, the Town Council were required to comment on the proposed traffic regulation order proceeding to advert and public consultation only.

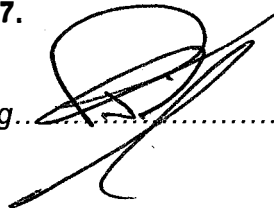
<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



It was **RESOLVED** to support the proposed traffic regulation order proceeding to advert and public consultation.

**PC 24/29**      **Close of Meeting at 19:27.**

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

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

.....Date.....

*RMH.*  
*15 JUNE 2024*



**Minutes of the meeting of the Planning & Highways Committee held on  
Tuesday 11 June 2024 at 18:30 in the small hall of the Village Hall**

**Present:**                   **Councillors**  
P Neil (Chair)  
J Bonham  
S Florek  
L Hardy  
D Sowry-House  
A Holland

**In Attendance:**       Catherine Horsley (Town Clerk & RFO) – Attended via MS Teams  
Rachel Virrill (Deputy Town Clerk/Minute Taker)

**Public Participation**

There were 8 members of the public present, one of whom wished to speak relating to agenda item PC 24/35 – Highways Update, item 16: request for support for road safety measures on Heckford Road.

The member of the public noted that due to parked cars on Heckford Road, vehicles driving towards Hillside Road were left with one car width space and in danger of a collision with vehicles driving in the opposite direction over the brow of the hill, causing a blind spot. At times cars are parked with little space for emergency and waste collection vehicles to access properties.

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

**PC 24/30       To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Papilio who was unwell.

**PC 24/31       To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**PC 24/32       Paper A - To Approve minutes of meeting held on 28 May 2024** LGA 1972, sch 12, para 41

The chair of this meeting does not believe that the minutes of the meeting held on 28 May 2024 in respect of minute no. PC 24/24 were a correct record, but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings. In line with Standing Order 12d.

The minutes of the meeting held on 28 May 2024 were **APPROVED**.

**PC 24/33       Paper B – To Note Planning Decisions Report** – decisions between 22 May 2024 – 5 June 2024

The planning decisions report was **NOTED**.

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

## To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services

It should be noted, some members of the Planning & Highways Committee visited the planning application sites ahead of the meeting.

**Application No:** P/HOU/2024/02873  
**Location:** 31 Rectory Avenue Corfe Mullen BH21 3EZ  
**Proposal:** Single storey rear extension and provide pitched roof to existing front projection

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405862>

It was noted that there was no site notice displayed on the site of the proposed development. Dorset Council Ward Councillors, also members of the Eastern Area Planning Committee to follow up reintroduction of neighbour notification letters as there was currently a reliance on applicants/agents displaying the notices, to ensure the planning process was open and transparent.

The Chair 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. It was felt energy measures should be considered with the applicant encouraged to complete the checklist.

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

**Application No:** P/FUL/2024/02599  
**Location:** 32 Highfield Road Corfe Mullen BH21 3PF  
**Proposal:** Demolish existing dwelling and erect 2 x 4 bedroom chalet bungalows with associated access. Additional Case Officer Remarks: Consultation has been reissued as the description has been amended (chalet bungalows instead of bungalow).

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405538>

Members considered the application and whilst they were not opposed to the proposed development, they felt the size of the dwellings and single access driveway was an issue along with removing existing hedgerow to gain access to the site. The site notice was displayed on the wrong site.

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

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

- **HE2 – Design of New Development:** the design and layout of the proposed dwellings are an overdevelopment of the site, due to the layout, scale, and bulk of two detached 4-bedroom properties, resulting in visually dominant properties, which would be overbearing and a loss of privacy and amenity for neighbouring properties.
- **KS12 – Parking Provision:** there are 2 vehicle parking spaces allocated for each 4-bedroom property along with a shared driveway which may cause access issues at times, along with congestion should visitors park their vehicles on Highfield Road.
- **ME3 – Sustainable Development Standards for New Development:** the sustainability statement and checklist was non-committal. Applicants should be encouraged to take a proactive approach to mitigating and adapting to climate change and commitment to sustainable renewable technologies in order to future proof and not incur future retrofit costs.

**Application No:** P/HOU/2024/02594  
**Location:** 58 Corfe View Road Corfe Mullen BH21 3NA  
**Proposal:** Extend balcony at the rear by 1.5m to include a wooden frame and pillars with a composite decking and balustrade.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405531>

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

**Application No:** P/FUL/2024/02803  
**Location:** Badgers Green Waterloo Road Corfe Mullen Wimborne BH21 3SN  
**Proposal:** Construction of new commercial unit and associated parking spaces and bike store. (Re-submission of application ref: P/FUL/2023/00671). Solar panels to roof.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405776>

The Chair referenced the Dorset Council Planning Officers Report dated 25 May 2023 relating to planning application no. P/FUL/2023/00671 for the same site, which was refused on the basis that there was no benefit from any of the exceptions to inappropriate development and openness of the Green Belt as set out in paragraphs 137-138 and 147-152 of the National Planning Policy Framework (NPPF).

Members noted the proposed development had been an established brownfield site for many years and, in their opinion, the proposed development footprint did not encroach any further onto the Green Belt. Discussion took place as to whether the site should be redesignated to reflect the buildings already on the site and whether the Dorset Council Ward Councillors could investigate if this was possible. Members felt, should Dorset Council grant permission, conditions should be put in place to ensure the site was designated and remained as commercial, not residential.

It was **RESOLVED** that there were no objections. However, members sought clarification on the re-designation of the brownfield site, albeit Dorset Council Planning Officers report denotes the Green Belt status of the site.

## PC 24/35 Paper C – To Note Highways Update

The Deputy Clerk presented the report, noting the following updates:

- Line 2: Dorset Council Road Safety Officer had visited the site and reported the yellow 'School Keep Clear' road markings were faint and needed refreshing, albeit the road markings were advisory not mandatory. On advice, the Clerk had contacted Dorset Council Parking Services to ascertain whether there was any funding available to carry out the road markings refresh. The Clerk had also contacted Dorset Council Transport Development to refresh the bus stop road markings, should budget allow.

The Road Safety Officer suggested double yellow lines on Wimborne Road. However, she felt that educating school parents and children would be preferable. Educational resources have been sent to Lockyers School to disseminate to parents and children.

- Line 11: The Clerk had followed up installation of safety barriers on Hillside Road, adjacent to Henbury View Play Area with Dorset Council Economic Growth & Infrastructure team who were raising an internal works order.
- Line 16: should read Heckford Road between Hillside Road and Wareham Road. Members agreed with the member of the public with regards to parked cars on both sides from users of nearby shops and services causing road safety issues for vehicles travelling over or towards the brow of the hill. It was felt double yellow lines were not the answer. However, alternative solutions should be considered at a future meeting to change behaviours and encourage users and residents to park



considerately. Members also noted the same issue on Hillside Road as per Line 9, on the schedule.

Members felt the highways update schedule was a 'wish list' of road safety improvements in the village, should Dorset Council's Highways budget allow and whether the Dorset Council Ward Councillors could investigate whether Dorset Council Highways had a priority listing for road safety improvements across Dorset.

It was **RESOLVED** for the Dorset Council Ward Councillors to investigate Dorset Council's prioritisation of road safety improvements across Dorset.

**PC 24/36 Verbal - To Consider and Support Pedestrian/Cycle Access to the A31 along Blandford Road from Slight Lane to St Huberts Church – Cllr Jackie Bonham**

Cllr Bonham asked members to consider supporting the installation of a pedestrian/cycle lane along Blandford Road from Slight Lane to the A31.

Members discussed various options and felt a pedestrian/cycle lane in this location was limited, due to land ownership and felt users should be encouraged to use Wimborne Road to the Lake Gates Roundabout to access the A31.

The Deputy Clerk advised a meeting of the joint working party with Wimborne Minster Town Council was scheduled on 21 June 2024, to investigate options for cycle/pedestrian access over Julians Bridge and Julians Road to ensure safety of users travelling from both Corfe Mullen and Wimborne in the location.

**PC 24/37 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

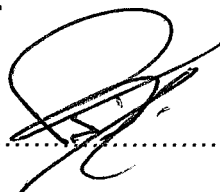
Cllr Sowry-House provided the following updates:

- Contact to be made with Dorset Council Highways with feedback provided at a future meeting.
- Dorset Council Environmental Enforcement Officers were working with the developer at 113 Wimborne Road, Corfe Mullen.
- Dorset Council and the Town Councils Design Code was essential to provide guidance for future planning in Corfe Mullen.
- Re-establish the Neighbourhood Plan Steering Group in September 2024.

**PC 24/38 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 25 June 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/39 Close of Meeting at 19:21.**

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



Date.....

25th June 2024

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



**Minutes of the meeting of the Planning & Highways Committee held on  
Tuesday 25 June 2024 at 18:30 in the small hall of the Village Hall**

**Present:**                   **Councillors**  
P Neil (Chair)  
S Florek  
L Hardy  
A Holland

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

**Public Participation**

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

**PC 24/40      To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Bonham, Papilio and Sowry-House who all had prior commitments.

**PC 24/41      To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**PC 24/42      Paper A - To Approve minutes of meeting held on 11 June 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 11 June 2024 were **APPROVED**.

**PC 24/43      Paper B – To Note Planning Decisions Report** – decisions between 5 – 19 June 2024

The planning decisions report was **NOTED**.

**PC 24/44      To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services**

**Application No:**       P/HOU/2024/03004  
**Location:**             8 Chapel Close Corfe Mullen BH21 3SH  
**Proposal:**             Removal of external staircase to allow for 2 storey and single storey front extension in order to create new ground floor front door access. New side windows with obscured glazing to bathrooms. Rear and front elevation window / door changes.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406021>

The Chair 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

A handwritten signature in black ink, appearing to be 'P. Neil', is written over the bottom right of the page.

checklist. It was felt energy measures should be considered with the applicant encouraged to complete the checklist.

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

**Application No:** P/HOU/2024/03153  
**Location:** 35 Hilltop Road Corfe Mullen BH21 3PR  
**Proposal:** Demolish existing linked garage and erect single-story studio.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406208>

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

**To Consider and Comment on Notification of Appeal received from Dorset Council Planning Services:**

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

**Appeal Reference:** APP/D1265/W/24/3341901  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402972>

Members discussed the National Highways planning response (NHPR 22-12) dated December 2022 to the previous application no. P/FUL/2023/00660, which was refused by Dorset Council Planning in March 2023, noting the appeal did not meet the criteria or address the concerns raised.

It was **RESOLVED** that there were no further comments in addition to the Committees previous objections submitted to Dorset Council on 13 February 2024.

**To Note Tree Preservation Order Confirmations received from Dorset Council:**

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

The new Tree Preservation Order was **NOTED**.

**To Consider and Comment on Open Licence Applications:**

**Location:** Asda Express PFS Wimborne A31 Dorchester Road Corfe Mullen BH21 3HA  
**Proposal:** Premises licence under the Licencing Act 2003 to supply alcohol.  
<https://www.dorsetcouncil.gov.uk/w/current-licence-applications>

Members discussed the application and the similarities with the recent application at Asda Express Windgreen, 2 Wareham Road, Corfe Mullen BH21 3LE. It was felt comments should be submitted to Dorset Council Licensing in terms of prevention of crime and disorder/public nuisance/public safety.

It was **RESOLVED** to submit the following comments:

- Prevention of crime and disorder/public nuisance/public safety – Location is isolated and vulnerable away from urbanisation which could lead to it becoming a shelter and gathering place for young drivers and anti-social behaviours as well





as littering. Staff may feel vulnerable late at night, with consideration to be given to mitigating the risk by locking doors daily between 10pm and 6am with sales taking place through a night pay window, similar to that at Asda Express, Windgreen and Red Post Services on the A31.

**PC 24/45 Paper C – To Note Highways Update**

The Clerk presented the report, noting the update to line 2 relating to road safety of school children on Wimborne Road during school pick up/drop off times. Commentary on line 16 to be updated to reflect comments on previous minutes dated 11 June 2024.

Cllr Sowry-House advised that he was liaising with the Dorset Council Highways Team Leader with regards to Wimborne Road (line 2) and the Hillview Post Office roundabout (line 13).

Members felt an additional column should be included on the highways update schedule/'wish list' to include Dorset Council Highways prioritisation and projected target date.

The update was **NOTED**.

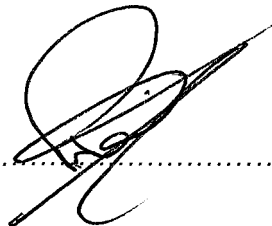
**PC 24/46 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**PC 24/47 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 9 July 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/48 Close of Meeting at 18:46.**

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



Date.....

09<sup>th</sup> JULY 2024

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



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 July 2024

Agenda Item: TC 24/71

Paper: E

<b>Subject:</b>	To Approve the Recommendations from the Finance & Administration Committee
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To Approve the resolutions made at the Finance & Administration Committee meeting held on 9 July 2024.
<b>Background:</b>	The Finance & Administration Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
<b>Key Points:</b>	<p>It was RESOLVED to recommend APPROVAL to the Full Council the following items:</p> <ul style="list-style-type: none"><li>• FA 24/20: Members RECEIVED and NOTED the Quarter 1 Budget Monitoring Report and reserves balanced for the quarter ended 30 June 2024 shown in Appendix 1a/b.</li><li>• FA 24/21: Grants to Local Organisations Policy for the 2024/25 financial year, subject to the additional clause, to be updated and presented to the next Full Council meeting scheduled on 23 July 2024 shown in Appendix 2.</li><li>• FA 24/22: APPROVE fund transfers as listed in appendix 3.</li></ul>
<b>Implications:</b>	Failure to approve the recommendations from the Finance & Administration Committee would result in unlawful decisions and the Council not compliant with its financial regulations.
<b>Recommendation:</b>	To APPROVE the recommendations from the Finance & Administration Committee meeting held on 9 July 2024.

## Corfe Mullen Town Council

### Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance	
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date	
<b>Cost Centre Allotments</b>								
74 Rent								
75 Water				1,400.00	349.97	311.44		38.53
76 Maintenance				2,500.00	625.03	8.25		616.78
77 Compensation								
99 Insurance				300.00	75.00			75.00
106 Sheds								
<b>Cost Centre Banking</b>								
82 CCLA transfers				50.00	12.47	25.00		-12.53
100 Bank Charges				60.00	15.00	11.94		3.06
101 PWLB Loan Interest								
134 Scottish Widows Transfer								
<b>Cost Centre Cemeteries</b>								
64 Insurance				700.00	175.03			175.03
65 Rates & Utilities				3,000.00	750.00	774.83		-24.83
66 Repairs and Maintenance				3,500.00	874.97			874.97
<b>Cost Centre Climate Change</b>								
58 Events and Measures				500.00	124.97			124.97
<b>Cost Centre CMVH</b>								
108 VH Reimbursement						-16.74		16.74
<b>Cost Centre CMYT</b>								
125 CMYT - Reimbursement								
<b>Cost Centre Employees</b>								
10 Salaries				169,500.00	42,375.00	32,285.03		10,089.97
92 PAYE				21,500.00	5,374.97	4,585.60		789.37
93 National Insurance				34,100.00	8,524.97	5,591.94		2,933.03
95 Pension				62,600.00	15,649.97	11,618.82		4,031.15

**Corfe Mullen Town Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)**

Cost Centre	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
<b>Exceptional and Capital</b>							
80 PWLB Loan Repayments							
84 Allotment Improvements							
85 Plant Replacement				1,000.00	250.03		250.03
86 Litter Bin/Dog Bin Replacement							
87 Highways Improvements net of CIL							
88 Chapel Repairs							
89 Platinum Jubilee Celebration							
90 Building Revaluation							
91 Trailer for Groundstaff Team				600.00	150.00		150.00
109 Cricket Fence and Nets				2,000.00	499.97		499.97
110 Henbury Play Area Fence							
111 Tree Survey Remedial Actions				8,000.00	1,999.97	3,150.00	-1,150.03
112 Recreation Ground Pit Area				4,500.00	1,125.00		1,125.00
113 Office Porch							
114 Neighbourhood Plan						139.50	-139.50
115 Remembrance Sunday				350.00	87.47		87.47
117 CIL Expenditure				10,000.00	2,500.03		2,500.03
127 Kings Coronation							
128 Replacement Laptop							
129 Replacement Vehicle							
130 Civic Regalia				2,500.00	625.03		625.03
131 Website Redesign							
132 Old Cemetery Driveway							
137 Commemorative Flag Pole				1,000.00	250.03		250.03
138 D-Day 80th Anniversary				2,500.00	625.03		625.03
139 Bus Shelters				11,000.00	2,749.97		2,749.97
140 Road Safety Measures				7,500.00	1,875.00		1,875.00
141 Recreation Ground Fence				6,000.00	1,500.00		1,500.00
142 Dropped Kerb Programme				10,000.00	2,500.03		2,500.03
143 Additional CCTV				2,000.00	499.97		499.97

Cost Centre General Admin

**Corfe Mullen Town Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)**

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
11 Travelling Expenses				200.00	49.97	13.50	36.47
28 Legal Fees				2,000.00	499.97		499.97
29 Employment Services				2,120.00	529.97	619.00	-89.03
30 Staff Training				2,500.00	625.03	60.00	565.03
31 Staff Professional Fees				360.00	90.00	357.00	-267.00
32 Councillor Training				2,000.00	499.97	540.00	-40.03
33 Insurance				1,400.00	349.97		349.97
34 DAPTC				1,515.00	378.75	1,513.90	-1,135.15
35 Audit Fees				2,200.00	550.03	800.00	-249.97
36 Meeting Room Hire				1,600.00	400.03	478.50	-78.47
37 Advertising				500.00	124.97		124.97
38 Councillors Travelling Expenses				500.00	124.97		124.97
39 Chairman's Allowance				500.00	124.97	47.75	77.22
40 Town Council Newsletter				6,000.00	1,500.00		1,500.00
41 Publications and Subscriptions				260.00	64.97	100.00	-35.03
42 Office IT & Software				4,500.00	1,125.00	4,115.67	-2,990.67
44 Election Costs				13,500.00	3,375.00		3,375.00
45 Miscellaneous				50.00	12.47		12.47
46 Notice Boards & Signs				500.00	124.97		124.97
47 Civic Expenses				1,000.00	250.03	193.24	56.79
105 Health & Safety Services				3,200.00	799.97	1,222.71	-422.74
<b>Cost Centre Grants</b>							
68 Youth Centre Revenue Grant				37,000.00	9,250.03	4,129.98	5,120.05
69 CMVH				50,000.00	12,499.97		12,499.97
73 Small Grants Programme GPC				8,500.00	2,125.03		2,125.03
<b>Cost Centre Income: Allotment</b>							
4 Allotment Rents	1,500.00	375.00	684.47				309.47
<b>Cost Centre Income: Bank Interest</b>							
3 Bank Interest	12,000.00	3,000.00	4,794.12				1,794.12

**Corfe Mullen Town Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)**

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
<b>Cost Centre</b>	<b>Income: Booklet Sales</b>						
7			3.00				3.00
<b>Cost Centre</b>	<b>Income: Cemetery</b>						
2	5,000.00	1,249.97	2,114.00				864.03
<b>Cost Centre</b>	<b>Income: Exceptional and Capital</b>						
78	4,000.00	1,000.03	6,019.75				5,019.72
79							
120							
126			-100.00				-100.00
<b>Cost Centre</b>	<b>Income: FOI</b>						
6							
<b>Cost Centre</b>	<b>Income: Other</b>						
8							
9							
102							
<b>Cost Centre</b>	<b>Income: Precept</b>						
1	551,125.00	137,781.28	275,562.50				137,781.22
<b>Cost Centre</b>	<b>Income: Recreation Ground</b>						
5	50.00	12.47					-12.47
118	5,500.00	1,375.03	2,247.00				871.97
119	6,500.00	1,624.97	1,566.50				-58.47
133	1,000.00	250.03	286.00				35.97
135			5,295.00				5,295.00
<b>Cost Centre</b>	<b>Office Costs</b>						
48				650.00	162.47	191.88	-29.41
49				1,200.00	300.00	283.58	16.42
50							

**Corfe Mullen Town Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)**

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
51 Insurance				700.00	175.03		175.03
52 Rates				4,150.00	1,037.53	1,298.59	-261.06
53 Repairs & Maintenance				1,000.00	250.03	456.63	-206.60
54 Utilities				2,250.00	562.50	591.79	-29.29
55 Fire and Security				800.00	199.97	512.63	-312.66
56 Office Cleaning (inc Windows)				400.00	100.03	143.06	-43.03
57 Miscellaneous				100.00	25.03		25.03
104 Office Furniture							
107 Office - Waste Collection				405.00	101.25	107.21	-5.96
<b>Cost Centre Recreation</b>							
12 Ground Staff Building (premises Co:				2,500.00	625.03	979.84	-354.81
13 Public Toilets				5,500.00	1,375.03	1,379.85	-4.82
14 PPE & Uniform				2,000.00	499.97	371.48	128.49
15 Cleaning Materials & Supplies				2,500.00	625.03	369.08	255.95
16 Litter & Dog Bins				1,000.00	250.03		250.03
17 Security (Alarm & CCTV)				9,750.00	2,437.50	2,306.00	131.50
18 Waste & Recycling				4,700.00	1,174.97	1,028.41	146.56
19 Tools & Equipment				2,000.00	499.97	69.06	430.91
20 Contractor Costs				25,000.00	6,250.03	1,019.00	5,231.03
21 Utilities				3,000.00	750.00	1,475.90	-725.90
22 Insurance				700.00	175.03		175.03
23 Rent DCC				650.00	162.47		162.47
24 Play Areas				15,000.00	3,750.00	223.70	3,526.30
25 Dog Warden							
26 Community Orchard							
27 Tree Planting				100.00	25.03		25.03
97 Telephone/Broadband/Mobiles				755.00	188.72	192.30	-3.58
98 Recreation/Sports Facility Maintena				10,000.00	2,500.03	53.13	2,446.90
116 Pavilion - Health & Safety				1,500.00	375.00	1,283.34	-908.34
121 Pavilion - Utilities				8,500.00	2,125.03	1,913.51	211.52
122 Pavilion - Professional Fees				500.00	124.97		124.97
123 Pavilion - Cleaning & Supplies				8,800.00	2,200.03	1,709.13	490.90

### Corfe Mullen Town Council

#### Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
124 Pavilion - Maintenance				7,000.00	1,750.03	538.61	1,211.42
136 Pavilion - Waste				500.00	124.97	99.68	25.29
<b>Cost Centre Street Lighting &amp; Furniture</b>							
81 Street Lighting and Furniture				5,000.00	1,249.97	3,704.88	-2,454.91
<b>Cost Centre Vehicles &amp; Plant</b>							
59 Road Tax				500.00	124.97		124.97
60 Insurance				2,000.00	499.97		499.97
61 Vehicle Fuel				1,600.00	400.03	470.18	-70.15
62 Vehicle Maintenance				1,500.00	375.00		375.00
63 Plant Maintenance				1,500.00	375.00	260.44	114.56
103 Equipment Fuel				400.00	100.03	92.09	7.94
<b>GRAND TOTALS</b>	<b>£586,675.00</b>	<b>£146,668.78</b>	<b>£298,472.34</b>	<b>£646,675.00</b>	<b>£161,668.60</b>	<b>£95,801.84</b>	<b>£217,670.32</b>



**Corfe Mullen Town Council**  
**Reserves Balance up to 30th Jun 2024**  
**2024-2025**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Plant Replacement	2,000.00	-1,000.00			1,000.00
Trailer & Accessories for Ground	335.84	264.16			600.00
Office Porch	10,000.00				10,000.00
Replacement Vehicle	-950.00	950.00			0.00
Bus Shelters		11,000.00			11,000.00
<b>Total Capital</b>	<b>11,385.84</b>	<b>11,214.16</b>			<b>22,600.00</b>
<b>Earmarked</b>					
Section 106 Monies	204,848.02				204,848.02
Pavilion Refurbishment/Rebuild	42,761.67	35,000.00			77,761.67
Cricket Fence and Nets	2,000.00				2,000.00
Tree Survey & Remedial Works	105.00	7,895.00			8,000.00
Recreation Ground Pit Area	-1,240.00	5,740.00			4,500.00
Neighbourhood Plan	4,214.28		139.50		4,074.78
Remembrance Sunday	627.68	-277.68			350.00
CIL Receipts	9,251.36			6,019.75	15,271.11
Kings Coronation	-66.76	66.76			0.00
Replacement Laptop	134.17	-134.17			0.00
Civic Regalia	27.20	2,472.80			2,500.00
Website Redesign	5,000.00				5,000.00
Old Cemetery Driveway	4,290.00	-4,290.00			0.00
Refundable Damage Deposits	600.00				600.00
Commemorate Flag Pole		1,000.00			1,000.00
D-Day 80th Anniversary		2,500.00			2,500.00
Road Safety Measures		7,500.00			7,500.00
Recreation Ground Fence		6,000.00			6,000.00
Dropped Kerb Programme		10,000.00			10,000.00
Additional CCTV		2,000.00			2,000.00
<b>Total Earmarked</b>	<b>272,552.62</b>	<b>75,472.71</b>	<b>139.50</b>	<b>6,019.75</b>	<b>353,905.58</b>
<b>TOTAL RESERVE</b>	<b>283,938.46</b>	<b>86,686.87</b>	<b>139.50</b>	<b>6,019.75</b>	<b>376,505.58</b>
<b>GENERAL FUND</b>					418,647.19
<b>TOTAL FUNDS</b>					795,152.77



# **Corfe Mullen Town Council**

## **Grants to Local Organisations Policy**

## 1. Introduction

1.1. A grant is any payment made by Corfe Mullen Town Council (the 'Council') to be used by a local organisation for a specific purpose that will benefit the Parish or residents of Corfe Mullen, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion to local organisations that can demonstrate a clear need for financial support where the Parish will benefit by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Corfe Mullen in a positive way

## 2. Grant Application Process

2.1. This policy, application form, and any other required forms will be available on the Council website or by request from the Clerk to the Council, who will, upon receipt of all applications after the application deadline date, collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting(s).

2.2. All questions on the application form should be fully answered and additional information supporting an application should be provided.

2.3. In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity
- demonstrate the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area,
- demonstrate a clear need for the funding
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan

2.4. All grant applications must be received by **Friday 27 September 2024** for grants to be awarded by **Friday 29 November 2024**.

2.5. The Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.

2.6. The Council has a limited budget each year and for the year 2024/25, the total small grants budget is £8,500.

2.7. The Council's Finance & Administration Committee will consider grant applications at their meeting on 8 October 2024 for ratification by the Full Council on 22 October 2024. However, the Committee may consider further applications at other times subject to budget availability.

## 3. Conditions of Funding

3.1. The organisation must be either not-for-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

3.2. Grants will not be made to individuals.

- 3.3. Grants will not be made retrospectively.
- 3.4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 3.5. An organisation should have a bank account in its own name with two authorised representatives as signatories.
- 3.6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
- 3.7. Only one application for a grant will be considered from each organisation in any one financial year.
- 3.8. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
- 3.9. Each application will be assessed on its own merits.
- 3.10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application that it considers being inappropriate, unethical or against the objectives of the Council.
- 3.11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies.
- 3.12. Any unspent grant must be returned to the Council by the end of the financial year in which it was awarded.
- 3.13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 3.14. An End of Year Grant to Local Organisation Monitoring Form must be completed no later than 60 days following the end of the financial year it was awarded.
- 3.15. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



**GRANT TO LOCAL ORGANISATIONS APPLICATION FORM**

Please read the guidance notes before completing the form

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tel. No	
5.	Email Address	
6.	Address where activities are based <i>if different from contact address</i>	
7.	What area (community) is served?	
8.	Are there any other similar facilities or services provided in the area/district?	
9.	Approximately how many people in Corfe Mullen benefit from and/or attend your organisation/activity?	
10.	How does your organisation/activity benefit the residents of Corfe Mullen?	

11.	Present charges/subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	
13.	Details of the project, facilities, or service to be provided and how it will benefit the community:	
14.	a) Proposed starting date of project or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project.	

15.	Please give details of the cost of the project	
16.	Please give details of other grants awarded or applied for.	
17.	Amount of grant requested from Corfe Mullen Town Council	
18.	Any other relevant information <i>continue on a separate sheet if necessary</i>	

**Signed**.....

**Date**.....

Please return your application form to: Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk) enclosing your organisation's latest financial statement. **The deadline for receipt of applications is Friday 27 September 2024.**

## **Guidance Notes for Completing the Grants to Local Organisations Application Form**

1. Not all the questions contained in this application form are relevant to all local organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:  
  
The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example, Dorset Council as the Unitary Authority.
4. All applications **must** include:
  - a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances).
  - b) All applications for grant funding must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only be considered from the following categories:
  - a) A Corfe Mullen-based charity, organisation or association.
  - b) An organisation or association serving the needs of the residents of the Parish of Corfe Mullen.
  - c) An organisation or association serving a specific demographic of the community in the Parish of Corfe Mullen.
  - d) An award of a grant must give direct benefit to all or some of the residents of the Parish of Corfe Mullen, and the size of the grant should be commensurate with the benefit delivered.
  - e) The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village. By law, the Council cannot offer financial assistance to any political party.
6. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.
7. You will be informed in writing whether your application has been successful.
8. If you have any queries or wish to discuss the application, please contact the Council Office on 01202 698600 or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk).





**END OF GRANT TO LOCAL ORGANISATIONS MONITORING FORM**

Name of organisation	
Amount awarded	£

A condition of being awarded a grant, the local organisation is required to provide a report on how the grant was spent and the benefits achieved. Please complete and return this form to the Council Office at the above address at your earliest convenience, no later than 60 days from the end of the financial year it was awarded. If you have any queries about the form, please contact the Council Office.

**Section 1: Spending your grant:**

Please provide details of the activities or items funded by the grant and how the grant was spent. Please do not send receipts with this form.

Item/Activity <i>continue on a separate sheet if necessary</i>	Cost
<b>Total Spent:</b>	

If activities or items detailed above are different in any way from what was stated on the original application form, use the space below to explain the changes.

*Continue on a separate sheet if necessary*

**Section 2: The benefits of your grant**

Please give details below of the ways in which the grant has been of benefit to the community, or groups the organisation are working with. You can attach an activity report or other supporting information if you wish.

*Continue on a separate sheet if necessary*

Please estimate the following (if applicable):

The average number of people who attended the activity	
The number of volunteers who have helped to deliver the activity	
How many people benefited from the item and/or activity	

**Section 3: The signed declaration**

I confirm that the details contained in this form are correct and that the Council will keep all financial records and accounts for at least seven years from payment of the grant. The Council understands that this does not release them from any legal responsibility to keep records for longer periods.

Name: \_\_\_\_\_

Position in local organisation \_\_\_\_\_

Contact telephone number or email address: \_\_\_\_\_

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

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM. PLEASE RETURN TO THE COUNCIL OFFICE.**

## HOW WE USE YOUR PERSONAL INFORMATION

The information provided by the local organisation will be used by Corfe Mullen Town Council to contact the organisation about the application. The information will not be disclosed to third parties except as described below. The Council may check information provided by the organisation, or information about the organisation provided by a third party, with other information held by the Council. The Council may also obtain information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, go to the Council's website [www.corfemullen-tc.gov.uk](http://www.corfemullen-tc.gov.uk) or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk).

**Corfe Mullen Town Council**  
**TRANSFERS**

<b>Date</b>	<b>Desc</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
01/05/2024	Bank to Bank Transfer	Cooperative Current Accou	Public Sector Deposit Fund	260,000.00
01/07/2024	Bank to Bank Transfer	Public Sector Deposit Func	Cooperative Current Accou	60,000.00
			<b>Total.....</b>	<b>320,000.00</b>

# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 July 2024



Agenda Item: TC 24/72

Paper: F

<b>Subject:</b>	Appointment of Deputy Town Clerk
<b>Prepared By:</b>	Catherine Horsley, Town Clerk and RFO
<b>Purpose of Report:</b>	To Note the appointment of the Deputy Town Clerk.
<b>Background:</b>	<p>At the Full Council meeting held on 23 April 2024, it was RESOLVED to recruit externally to the Deputy Town Clerk role due to the current Deputy Town Clerk stepping down from the role and transferring to a part time (22.5 hours) Senior Administrator role. Interviews were carried out on the 26-27 June 2024 by Cllr Sowry-House, Chair of the Council, the Clerk and current Deputy Town Clerk. Of the 18 applications received, 8 candidates were selected for interview, to which all attended. The interview panel selected one successful candidate.</p>
<b>Key Points:</b>	<p>The new Deputy Town Clerk, Daryl Pearce will join the Council on 5 August 2024 on SCP 26, £34,834 per annum, full time working 37 hours per week, Monday-Friday. On completion of iLCA in the first 12 months of employment, to move to SCP 27, £35,745 per annum.</p> <p>The current Deputy Town Clerk will continue in the role during a handover period, where it is anticipated, she will transfer to the part time Senior Administrator role with effect from 30 September 2024.</p>
<b>Implications:</b>	Council should note the appointment for budget purposes.
<b>Recommendation:</b>	To NOTE appointment of Deputy Town Clerk joining the Council on 5 August 2024 on SCP 26, £34,834 per annum, full time working 37 hours per week, Monday-Friday. On completion of iLCA in the first 12 months of employment, to move to SCP 27, £35,745 per annum.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 July 2024**

**Agenda Item: TC 24/73**

**Paper: G**

<b>Subject:</b>	Vandalism and Anti-Social Behaviours on Town Council sites
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To note update on recent acts of vandalism and anti-social behaviours on Town Council sites and costs incurred to repair and/or replace.
<b>Background:</b>	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.
<b>Key Points:</b>	<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 Neighbourhood Policing Team as follows:</p> <p><b>Recreation Ground:</b></p> <ul style="list-style-type: none"> <li>• <b>Public Toilets:</b> The toilets continue to have restricted opening hours from 8am to 4pm, however, the lock on one door was smashed due to anti-social behaviour, meaning the electronic locking system did not work and has been replaced. Wall mounted toilet roll holders smashed open and toilet roll removed again. Costs incurred £58.52 for replacement parts for the electronic locking system.</li> <li>• <b>Graffiti:</b> 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. The Skate Park has been particularly affected recently.</li> <li>• <b>Towers Way:</b> On a daily basis, the Grounds team clear up broken glass and rubbish scattered across the play area and outside the Village Hall. There are currently 3 rubbish bins in this location.</li> </ul> <p>A waste bin adjacent to the Council Office was damaged and will be replaced with a duo waste/recycling bin.</p> <p>Young people are still using the entrance of the Village Hall and Council Office as a meeting place and more recently young people have been seen on CCTV climbing on the Village Hall roof.</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> <p>Drugs and empty alcohol bottles found in the play area, which has been reported to the PCSO.</p> <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>Following an email sent to Dorset Police &amp; Crime Commissioner, the Deputy Clerk met with the Neighbourhood Police Sergeant for East</p>

	Dorset, along with Dorset Council's Anti-Social Behaviour Officer and Community Safety Officer. Moving forward, all incidents to be reported to all parties and any young people who can be identified will be followed up with appropriate action.
<b>Implications:</b>	<p>Health &amp; 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>
<b>Recommendation:</b>	To NOTE update.