



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

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

Time... **19:30**

Date... **Tuesday 24 September 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
18 September 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 24/106 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/107 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 24/108 Paper A – To Approve minutes of the Town Council meeting held on 27 August 2024** – LGA 1972, sch 12, para 41
- TC 24/109 Paper B - 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 24/110 Paper C – To Approve Bank Reconciliation for August 2024**
- TC 24/111 Paper D – To Note the already Approved minutes of Committees:**
- Planning & Highways Committee – 13 August 2024
 - Planning & Highways Committee – 27 August 2024

- TC 24/112 Paper E – To Approve and/or Retrospectively Approve:**
- Approve - Grounds Team training
 - Approve - Replacement cricket posts and nets
 - Approve - Green waste removal and installation of compost bays
 - Approve – Updated MUGA sign
- TC 24/113 Paper F – To Consider and Approve the Council Insurance for the Year 2024/25**
- TC 24/114 Paper G – To Review and Note Annual Health & Safety Report 2024**
- TC 24/115 Paper H - To Consider BH Live, Corfe Mullen to be renominated as an Asset of Community Value (ACV)**
- TC 24/116 Paper I – To Receive and Note 2023/24 Annual External Audit Report**
- TC 24/117 Paper J – To Consider Options for Replacement Defibrillator at Corfe Mullen Recreation Ground**
- TC 24/118 Paper K – To Consider and Approve How to Proceed with Community Engagement**
- Content for Parish Newsletter
 - Social Media (Facebook Page)
 - Councillor Drop in Sessions
 - Re-launch of Corfe Mullen Neighbourhood Plan
 - Proposed Redevelopment of the Sports Pavilion and Recreation Ground
- TC 24/119 Paper L – To Approve Recommendations from the Planning & Highways Committee**
- TC 24/120 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/121 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 24/122 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/123 Verbal – To Note Clerk’s Update**
- TC 24/124 Verbal – To Note Mayor’s Report**
- TC 24/125 Verbal – To Note Dorset Councillor Report**
- TC 24/126 Verbal – Matters for Forthcoming Agendas** No decisions can be taken¹
- TC 24/127 To Agree a date and time for the next meeting –Tuesday 22 October 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 24/128 Close of meeting**

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



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 27 August 2024 at 19:30 in the Small Hall of the Village Hall

Present: **Councillors**
P Neil (Chair)
J Bonham
A Craven
P Cuckston
L Hardy
A Holland
S Jefferies
J Lortie
V Papilio
P Purvis

In Attendance: Catherine Horsley (Town Clerk & RFO – minute taker)
Daryl Pearce (Deputy Town Clerk)

Public Participation

There were no members of the public present.

TC 24/84 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr P Holland who was unwell, Cllrs Florek and Sowry-House due to personal commitments and Cllr Joyce who had a prior commitment.

TC 24/85 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

TC 24/86 Paper A – To Approve minutes of the Town Council meeting held on 23 July 2024 – LGA 1972, sch 12, para 41

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

TC 24/87 Paper B – To Approve Accounts for Payment

Cllr Craven raised the following queries:

- Line 482: What did the cost relate to. The Clerk confirmed the fees related to the annual subscription for the Allotments and Cemeteries software.
- Line 484: How many black bin bags had been purchased. The Clerk confirmed this was a bulk buy of 900 heavy duty refuse sacks used by the Grounds Team for general and dog waste bins across all sites.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £35,586.28.

TC 24/88 Paper C – To Approve Bank Reconciliation for July 2024

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

TC 24/89 Paper D – To Note the Already Approved minutes of Committees:

- Staff Committee – 15 April 2024
- Community Services Committee – 11 June 2024
- Planning & Highways Committee – 9 July 2024
- Planning & Highways Committee – 23 July 2024

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

TC 24/90 Paper E – To Approve and/or Retrospectively Approve:

- **Retrospective – Village Hall/Council Office Accessible Parking/Drop Off:**
The Clerk presented the report noting, the two options for consideration were sent via email to all members outside of the meeting in order to seek approval within a limited timeframe to proceed. The Clerk confirmed 9 of 14 members voted to progress with option 2 to create two accessible parking spaces and drop off area at the Council Office/Village Hall at a total cost up to £17,853+VAT.

The Clerk confirmed, groundwork had commenced on 27 August 2024 with date stamped photos taken to submit to Dorset Council Planning as proof work had commenced prior to 14 September 2024, being 3 years since planning permission was granted. It should be noted the main works were due to commence w/c 23 September 2024.

It was **RESOLVED** to retrospectively **APPROVE** for contractor 42 Construction Limited to create two accessible parking spaces and drop off area at the Council Office/Village Hall at a total cost of up to £17,853+VAT.

TC 24/91 Paper E – To Approve Recommendations from the recent Community Services Committee

The Clerk presented the report, noting the recommendations were discussed at length by the Committee. As Chair of the meeting held on 13 August 2024, Cllr Jefferies felt the Allotment holders had the opportunity to 'self-manage' the Allotment site and chose not to. Therefore, Council would continue to manage and approve any works carried out on the site.

It was **RESOLVED** to **APPROVE** the following recommendations from the Community Services Committee held on 13 August 2024:

- SSE to reconnect column on Towers Way adjacent to the Co-op carpark at an estimated unbudgeted cost of £704.90+VAT.
- Obtain quotations to install permanent fencing around Christmas tree to be planted at Windgreen.
- Obtain quotations to remove brick wall outside Recreation Ground public toilets.
- Stanner Electrical Contractor to replace top row RCD main switch to a standard main switch with RCBO protection for the circuits at Corfe Mullen Recreation Ground Sports Pavilion at a total cost of £250+VAT.
- BCP Contractor to carry out infill of hoggin on driveway and carparks at a total cost of £360.00+VAT.
- Allotment Paths: plot holders to take responsibility of paths on the right-hand side and bottom of their plot when looking at the site from the main gate. Vertical paths

to remain grass, with plot holders' choice of materials for horizontal paths with effect from 1 April 2025 as shown in Appendix 1.

- Allotment Plot Edging: plot holders to take responsibility of edging using materials and/or methods of their choice with effect from 1 April 2025. During the interim period, Council would not replace existing wooden edging.
- Allotment Raised beds: obtain quotations to re-construct fit for purpose beds accessible for all users with ongoing maintenance of structures and hoggin paths to be the responsibility of the Council.
- Allotment Rents: resolution made by Full Council on 19 December 2023 to remain as follows:
 - Full plot (125 sqm) - £35
 - Half plot (62.5 sqm) - £17.50
 - Raised bed - £15
 - Starter plot (31 sqm) - £15
- Balancing pond wildlife project: subject to permission being obtained from Dorset Council Planning:
 - To commence work from September 2024 to construct trench/silt-trap to be sited in the grass area in-front of the existing pond, by the gully outlet at least 1msq in surface area outside the existing fence boundary.
 - Allotment Association to cover the cost and installation of additional fencing required and take responsibility for maintaining the wildlife pond and trench/silt trap.
- Additional Allotment Plots: installation of additional starter plot(s) on plot 52 and adjacent to driveway to the top of the site to be revisited in 12 months.
- Additional Compost Bays at the top of the Allotment site: not to be progressed.
- Delivery/use of raw seaweed on the Allotment site: permission not provided.
- To purchase 'Car Park for Cemetery Visitors Only' sign in the new cemetery at a total cost of £113.69+VAT.

TC 24/92 Paper G – To Approve Updated Annual Calendar of Meetings 2024/25

The Clerk presented the report, noting the recommendation from the recent Staffing Committee meeting held on 30 July 2024 to schedule and diarise Staffing Committee meetings bi-monthly, in the same way as other Committees and to reschedule the Annual General Meetings (AGMs) of the Charities to which the Council act as sole trustee to October 2024.

It was **RESOLVED** to **APPROVE** the updated calendar of meetings for the remainder of 2024 and 2025.

TC 24/93 Paper H – To Approve Use of Corfe Mullen Recreation Ground for the Dorset Macmillan Bike Ride 2025

The Clerk presented the report, noting the successful event on 7 July 2024 and the monies raised in excess of £25,000 for people living with cancer in Dorset.

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

- Use of the Recreation Ground and Sports Pavilion exclusively on Sunday 6 July 2025.
- Set up start and finish line fencing on the evening of Saturday 5 July 2025.
- Copy of Public Liability Insurance and Risk Assessment to be provided ahead of the event.

TC 24/94 Paper I – To Note Update on the Julians Bridge Joint Working Party with Wimborne Minster Town Council

The Clerk presented the report, noting the working party had been established to make recommendations to Dorset Council and National Highways to improve the safety and accessibility for cyclists and pedestrians using Julians Bridge via Wimborne Road, the A31 Lake Gates roundabout and B3078 (Julians Road).

Members discussed the options considered by the working party and were reminded that any recommendations made by the working party would be presented to each Council for consideration.

The Clerk noted Cllr Hardy had raised in the previous Planning & Highways Committee the reporting line of the working party. The Clerk referenced the Terms of Reference approved by the working party and the delegated authority to report back to Full Council on a regular basis.

The next working party meeting was scheduled on Thursday 12 September 2024 at Wimborne Minster Town Council offices.

The update was **NOTED**.

TC 24/95 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk confirmed at the time the meeting papers were prepared, there had been no vandalism across Council sites during the reporting period. However, over the bank holiday weekend the following damage had occurred:

- Springy bike at the Recreation Ground Play Area had been damaged and removed by the Grounds Team for repairs and/or replacement parts.
- Flower at Henbury View Play Area had been bent and removed by the Grounds Team for repairs and/or replacement parts.
- Offensive graffiti at the Skate Park at the Recreation Ground had been removed by the Grounds Team.
- Perspex spinning wheel on the fort at Henbury View Play Area had been damaged and removed. Replacement part was on order.
- Continual damage to the Recreation Ground Public Toilets with locks damaged to enable entry when locked by the automatic timer.

Members noted their disappointment and emphasised the importance of reporting any damage to Dorset Police.

The update was **NOTED**.

TC 24/96 Verbal – To Note any updates from Representatives to Outside Bodies

Cllrs Hardy and Jefferies attended the Dorset Association of Parish & Town Councils (DAPTC) Eastern Area Committee meeting held on 7 August 2024 at Wimborne Minster Town Hall. The topics discussed included DAPTCs core activities, post-election training support, member engagement, change in legal status and Town and Larger Parishes survey results and comparative data. The Clerk agreed to circulate a copy of the notes and data to members following the meeting.

Cllr Jefferies provided an update on the Beacon Hill landfill site, noting Suez had been granted permission to fill final cell 13 with inert waste. However, negotiations were still ongoing with Beacon Hill Brick. The next Beacon Hill Liaison Sub-Committee was scheduled on 25 September 2024.

The update was **NOTED**.

TC 24/97 Verbal - To Note the update from the Climate Change Working Party (CCWP) –
Cllr P Neil

Cllr Neil provided an update on the 'Low Carbon Dorset' event held at Kingston Maurwood on 22 May 2024, attended by himself and Cllr Bonham. Both concurred the event provided some interesting and informative information and speakers.

Cllr Neil reiterated the CCWP would be a sub-group of the Neighbourhood Plan when re-launched later in the year.

The update was **NOTED**.

TC 24/98 Verbal – To Note Clerk's Update

The Clerk provided an update as follows:

- Bus shelters on Wareham Road at Windgreen were due to be installed on 23-24 September 2024.
- Independent Auditor was on site on 28 August 2024 to review and finalise the Corfe Mullen Sports Association (CMSA) Annual Accounts for 2023/24 financial year ahead of being presented at the AGM and submission to the Charities Commission.
- Email migration to Microsoft Exchange completed, albeit some members still had issues with the Multi-Functional Authentication (MFA), which was being progressed with the IT provider.
- Wasp nests had been found at the Recreation Ground adjacent to the Dorset Council farm. Pest control had visited the site, due to complaints received from dog walkers.
- New Deputy Clerk was working on Health & Safety requirements and risk assessments for the Grounds Team and attending the Grounds Unit daily to discuss the workload and priorities with the team, which appeared to be working well.

The update was **NOTED**.

TC 24/99 Verbal – To Note Mayor's Report

In the absence of the Mayor, Cllr Neil as the Deputy Mayor provided an update on civic events he had attended as follows:

- Christchurch Town Council Celebration and Thanksgiving civic service held at Christchurch Priory on 7 July 2024
- Wareham Town Council civic service held at Wareham Priory on 18 August 2024.

The update was **NOTED**.

TC 24/100 Verbal – To Note Dorset Councillor Report

There was no update provided in the absence of Cllrs Sowry-House and Florek.

TC 24/101 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

The following items for forthcoming agendas were noted:

- How to progress with community engagement, Councillor drop-in sessions and Town Council Facebook Page.
- Cllr Bonham noted a collapsed bridge at Happy Bottom leading to Ashington and sought clarification on who was responsible for the repairs.
- Re-launch of the Neighbourhood Plan.

- Cllr Bonham noted the green space adjacent to Corfe Halt Close and whether the Town Council would consider an asset transfer from Dorset Council as the current landowners to maintain as an amenity space for residents in the East End, Corfe Mullen.

TC 24/102 To Agree a date and time for the next meeting –Tuesday 24 September 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 24/103 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/104 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.

There were no members of the public or press present.

TC 24/104 Verbal – To Approve Recommendations from the recent Staffing Committee

The Clerk presented the report, noting the recommendations were scrutinised at length by the Committee in terms of resilience along with the financial impact on the Council's budget. Whilst members discussed the recommendations relating to all staff salaries, the Clerk and Deputy Clerk left the meeting.

The Chair of the Committee, Cllr Purvis presented the staff salaries recommendations. The Clerk and Deputy Clerk returned to the meeting following members discussions.

It was **RESOLVED** to **APPROVE** the following recommendations from the Staffing Committee held on 30 July 2024:

- Staffing Committee meetings to be held bi-monthly from October 2024 on the second Thursday of the month at 10:00.
- Pause recruitment of the Grounds Team Leader role until following the new Deputy Town Clerk being in post and understanding the responsibilities of the team.
- Commence recruitment of a Community Engagement and Project Officer, full time, 37 hours, Monday to Friday, SCP 22 - £31,364 per annum.
- Increase staff salaries with effect from 1 September 2024 as follows:
 - Town Clerk & RFO from SCP 39 to SCP 43 for 2024/25, rising to SCP 46 in 2025/26 financial year.
 - Deputy Town Clerk from SCP 26 to SCP 30 in 2024/25 following successful probation period and completion of iLCA rising to SCP 33 in 2025/26 financial year (equivalent to 75% of Clerks salary).
 - Senior Administrator from SCP 17 to SCP 22 (Part time pro-rata)
 - Grounds Staff from SCP 10 to SCP 11 (Part time pro-rata)
 - Administration Assistant from SCP 10 to SCP 11 (Part time pro-rata)

TC 24/105 Close of meeting at 21:28.

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

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024



Agenda Item: TC 24/109

Paper: B

Subject:	Accounts for Payment
Prepared By:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE Accounts for Payment totalling £50,377.18.

Accounts for Payment - 24 September 2024

Voucher						
No	Date	Total	Description	Supplier	Payment Ref	Comments
578	25.09.2024	£25.50	Cleaning	R Evetts	IB	Window Cleaning - Pavilion
577	25.09.2024	£10.00	Cleaning	R Evetts	IB	Window Cleaning - TC Office
576	25.09.2024	£114.00	Maintenance	Stanner Electrical Contractors	IB	Repairs to Public Toilet light switch
575	23.09.2024	£111.00	Room Hire	Corfe Mullen Village Hall	IB	Meetings
574	25.09.2024	£49.00	Room Hire	Corfe Mullen Village Hall	IB	Fire Marshall Training
573	04.10.2024	£4.12	BACs Charges	Coop Bank	IB	
572	06.10.2024	£140.40	Electricity Usage	British Gas	DD	Pavilion
571	03.10.2024	£263.28	Advertisement	Dorset Council	DD	Job advertisement - Community Engagement Role
570	30.09.2024	£2,409.96	NIC	HMRC	DD	Aug-24
569	30.09.2024	£1,716.20	PAYE	HMRC	IB	Aug-24
568	30.09.2024	£4,871.74	Pension Contributions	DCPF	IB	Aug-24
567	25.09.2024	£13,538.41	Salaries	Central Computer Management Ltd	IB	Aug-24
566	15.09.2024	£119.94	Monthly Subscription	Skyguard Limited T/A Peoplesafe	BACS	Monthly subscription - lone working devices
565	03.10.2024	£131.91	Gas Usage	British Gas	DD	Pavilion
564	25.09.2024	£14.23	Stationery	Amazon Payments UK Ltd.	DD	Filing clips
563	25.09.2024	£26.64	Materials & Supplies	Amazon Payments UK Ltd.	IB	Mops
562	25.09.2024	£1,638.00	Audit Fees	BDO LLP	IB	External Audit
561	26.09.2024	£60.15	Water Usage	Waterplus	IB	Aug 2024 - Village Hall
560	26.09.2024	£27.99	Water Usage	Waterplus	DD	Aug 2024 - Pavilion - changing rooms
559	26.09.2024	£20.05	Water Usage	Waterplus	DD	Aug 2024 - Pavilion - prep/lounge
558	26.09.2024	£8.82	Water Usage	Waterplus	DD	Aug 2024 - Cemetery
557	26.09.2024	£125.26	Water Usage	Waterplus	DD	Aug 2024 - Allotments
556	25.09.2024	£30.96	Materials & Supplies	Trade UK (Screwfix)	DD	Wood glue/Paint brushes, rollers
555	17.09.2024	£25.00	Fees	Dorset Council	IB	Road works application - Bus Shelters
554	25.09.2024	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	Card	

553	25.09.2024	£54.00 CMSA Items	Corfe Mullen Village Hall	IB	Room hire
552	29.09.2024	£99.37 Electricity Usage	British Gas	IB	Council Office
551	25.09.2024	£5,977.20 Equipment	Bournemouth, Christchurch & Poole Council	DD	Installation
550	25.09.2024	£2,459.70 Grounds Maintenance	Bournemouth, Christchurch & Poole Council	IB	July Grounds Maintenance
549	25.09.2024	£26.98 Materials & Supplies	Amazon Payments UK Ltd.	IB	Tennis net band
548	25.09.2024	£13.50 PPE	Amazon Payments UK Ltd.	IB	Masks for weed spraying
547	25.09.2024	£21.50 CMYT Items	Amazon Payments UK Ltd.	IB	Laptop charger
546	25.09.2024	£28.79 Materials & Supplies	Trade UK (Screwfix)	IB	Nightlatch - Public Toilets
545	25.09.2024	£66.00 Materials & Supplies	Online Playgrounds	IB	Playground flooring repair kit
544	25.09.2024	£58.56 Equipment	Landscape Supply Company	IB	Strimmer head
543	25.09.2024	£23.88 Materials & Supplies	Eastern Shires Purchasing Org.	IB	Toilet roll
542	25.09.2024	£13.68 PPE	Amazon Payments UK Ltd.	IB	Gloves for Grounds Team
541	17.09.2024	£3.85 Water Usage	Waterplus	IB	Jul 2024 - Cemetery
540	18.09.2024	£47.76 Monthly Subscription	Buzz Networks Ltd.	DD	Office landline
539	25.09.2024	£14.90 Materials & Supplies	Transtools Ltd	DD	Paint for play equipment
538	25.09.2024	£95.00 Maintenance	South West Facilities Ltd	IB	Office Air Conditioning Repair
537	01.09.2024	£144.00 Monthly Subscription	Newburgh Networks Limited	IB	Monthly sub - 1
536	25.09.2024	£892.98 Annual Subscription	Newburgh Networks Limited	DD	Email exchange
529	09.09.2024	£112.73 Fuel	UK Fuels Limited	IB	Grounds vehicles
528	25.09.2024	£59.42 Materials & Supplies	Sutcliffe Play South West	DD	Grey caps for play equipment
527	25.09.2024	£78.00 CMVH Items	Stanner Electrical Contractors	IB	VH Light repair
526	25.09.2024	£267.60 Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting
525	25.09.2024	£18.18 Materials & Supplies	Trade UK (Screwfix)	IB	Drill bits for Grounds team
524	30.08.2024	£36.00 Materials & Supplies	SJ & PE Lumber (Precision Units)	IB	Henbury Play park repair
523	25.09.2024	£37.50 IT Support	Newburgh Networks Limited	Card	IT Support
522	01.09.2024	£54.00 Monthly Subscription	Newburgh Networks Limited	DD	Monthly sub - 2
520	25.09.2024	£75.00 Pest Control	Bryn D Parker (Lunesdale Services)	DD	Wasp nest removal
519	20.09.2024	£48.00 Monthly Subscription	Central Computer Management Ltd	IB	Payroll
518	25.09.2024	£768.00 Security	K9 Security (Guarding) Ltd.	DD	Security at Recreation Ground
517	25.09.2024	£870.27 Equipment	Glasdon UK Limited	IB	Duo recycling bin
516	25.09.2024	£175.17 Fire Safety	Dorset Fire & Security	IB	Callout due to fault at Pavilion
515	01.09.2024	£432.00 Rates	Dorset Council	IB	Office

514	01.09.2024	£227.00 Rates	Dorset Council	DD	Cemetery
513	25.09.2024	£111.00 Room Hire	Corfe Mullen Village Hall	DD	CMTC meetings
512	25.09.2024	£1,323.60 Cleaning	Clean Deep Services Limited	IB	Pavilion/Grounds Unit cleaning
511	25.09.2024	£6.14 Stationery	Amazon Payments UK Ltd.	IB	Laminating pouches
510	25.09.2024	£5.99 Health & Safety	Amazon Payments UK Ltd.	IB	Accident reporting book
509	16.08.2024	£27.99 Water Usage	Waterplus	IB	Jul - Pavilion changing rooms
508	16.08.2024	£20.05 Water Usage	Waterplus	DD	room/loung
507	16.08.2024	£8.82 Water Usage	Waterplus	DD	Jul - Cemetery
506	16.08.2024	£125.26 Water Usage	Waterplus	DD	Jul - Allotments
505	09.08.2024	£219.40 CMYT Items	Dorset Council	DD	Job advertisement - Deputy Clerk
504	16.08.2024	£11.39 Mobile Costs	EE	DD	Office mobile
503	25.09.2024	£7,641.25 CMYT Grant	Corfe Mullen Youth Trust	DD	
496	27.08.2024	£36.00 Land Registry Search	Land Registry	IB	
489	04.09.2024	£845.88 Maintenance	Scottish & Southern Electricity Networks	Card	Reconnecting Towers Way lamppost
486	05.09.2024	£6.80 Postage	Co-op Supermarket	IB	Stamps
483	15.08.2024	-£9.49 Materials & Supplies	Amazon Payments UK Ltd.	Card	Credit
441	01.08.2024	£668.40 Maintenance	Haven Memorials	IB	Headstone repair - Cemetery
412	15.08.2024	-£4.06 Materials & Supplies	Amazon Payments UK Ltd.	IB	Credit
387	18.09.2024	£409.95 Waste Collection	Dorset Council	IB	Waste at Pavilion and Recreation Ground
384	25.09.2024	£22.40 Fire Safety	Chubb Fire Limited	DD	Extinguishers
367	25.09.2024	£50.00 Training	Dorset Association of Parish and TC's	IB	SJ Cllr Training
312	25.09.2024	£17.89 CMYT Items	Amazon Payments UK Ltd.	IB	Ink cartridges
TOTAL:		£ 50,377.18			



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/110

Paper: C

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

Corfe Mullen Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2024			
	Cash in Hand 01/04/2024			590,612.10
	ADD			
	Receipts 01/04/2024 - 31/08/2024			325,338.73
				915,950.83
	SUBTRACT			
	Payments 01/04/2024 - 31/08/2024			191,138.22
A	Cash in Hand 31/08/2024 (per Cash Book)			724,812.61
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2024	0.00	
	Cooperative Current Account	31/08/2024	54,436.06	
	Public Sector Deposit Fund	31/08/2024	672,898.23	
				727,334.29
	Less unrepresented payments			2,521.68
				724,812.61
	Plus unrepresented receipts			
B	Adjusted Bank Balance			724,812.61
	A = B Checks out OK			

Corfe Mullen Town Council

9 September 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
418	PPE & Uniform	01/08/2024	CS 24/18	Cooperative Current	Card	PPE	Garden Machines	S	24.15	4.83	28.98
416	Tools & Equipment	01/08/2024	CS 24/18	Cooperative Current	Card	Equipment	L&S Engineers Limited	S	10.65	2.13	12.78
419	Printing/Postage/Stationery	01/08/2024	CS 24/18	Cooperative Current	Card	Postage	Swanage Post Office	Z	6.80		6.80
430	Rates	01/08/2024	CS 24/18	Cooperative Current	DD	Rates	Dorset Council	Z	432.00		432.00
380	Rates & Utilities	01/08/2024	TC 24/68	Cooperative Current	DD	Water Usage	Water2business	Z	35.37		35.37
429	Rates & Utilities	01/08/2024	CS 24/18	Cooperative Current	DD	Rates	Dorset Council	Z	227.00		227.00
441	Repairs and Maintenance	01/08/2024		Cooperative Current	IB	Maintenance	Haven Memorials	Z	668.40		668.40
420	Office Furniture	01/08/2024	CS 24/18	Cooperative Current	Card	Office Furniture	Wayfair Stores Ltd	S	54.15	10.83	64.98
382	Pavilion - Utilities	02/08/2024	TC 24/68	Cooperative Current	DD	Gas Usage	British Gas	L	86.62	4.33	90.95
421	Vehicle Maintenance	05/08/2024	CS 24/18	Cooperative Current	Card	Maintenance	Corfe Mullen Cars Ltd	S	165.60	33.12	198.72
383	Pavilion - Utilities	05/08/2024	TC 24/68	Cooperative Current	DD	Electricity Usage	British Gas	L	131.83	6.59	138.42
392	Bank Charges	05/08/2024	CS 24/18	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	3.98		3.98
437	PPE & Uniform	06/08/2024	CS 24/18	Cooperative Current	Card	Lanyards & Badges	We Print Gifts Limited	S	24.06	4.81	28.87
531	CIL Expenditure	06/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Fresh Air Fitness	S	5,150.00	1,030.00	6,180.00
219	Rates & Utilities	08/08/2024	CS 24/06	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	46.77	2.34	49.11
255	Rates & Utilities	08/08/2024	TC 24/47	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	5.72	0.28	6.00
446	CMVH	09/08/2024	CS 24/18	Cooperative Current	Card	Fees	Portal Plan Quest Limited	S	351.33	11.67	363.00
505	CMYT - Reimbursement	09/08/2024		Cooperative Current	DD	CMYT Items	Dorset Council	Z	219.40		219.40
424	Vehicle Fuel	12/08/2024	CS 24/18	Cooperative Current	DD	Fuel	UK Fuels Limited	S	66.07	13.21	79.28
450	Health & Safety Services	12/08/2024	CS 24/18	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
408	PPE & Uniform	14/08/2024	CS 24/18	Cooperative Current	IB	PPE	Amazon Payments UK Ltd.	S	5.42	1.08	6.50
389	PPE & Uniform	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	48.21	9.63	57.84
444	PPE & Uniform	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	27.29	5.46	32.75
389	Cleaning Materials & Supplies	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	10.74	2.15	12.89
397	Cleaning Materials & Supplies	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	11.24	2.25	13.49
398	Cleaning Materials & Supplies	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	4.67	0.94	5.61
410	Cleaning Materials & Supplies	14/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	24.19	4.84	29.03
415	Security (Alarm & CCTV)	14/08/2024	CS 24/18	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	620.00	124.00	744.00
393	Waste & Recycling	14/08/2024	CS 24/18	Cooperative Current	IB	Waste Collection	NC Services	Z	175.00		175.00
431	Tools & Equipment	14/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	4.99	1.00	5.99
422	Play Areas	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Trade Uk (B&Q)	S	40.72	8.14	48.86
442	Councillor Training	14/08/2024	CS 24/18	Cooperative Current	IB	Training	Dorset Association of Parisi	Z	304.00		304.00
448	Councillor Training	14/08/2024	CS 24/18	Cooperative Current	IB	Training	Dorset Association of Parisi	Z	120.00		120.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
391	Meeting Room Hire	14/08/2024	CS 24/18	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	111.00		111.00
404	Office IT & Software	14/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	7.04	1.41	8.45
409	Office IT & Software	14/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	20.82	4.17	24.99
444	Printing/Postage/Stationery	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	19.99	4.00	23.99
405	Printing/Postage/Stationery	14/08/2024	CS 24/18	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	8.61	1.72	10.33
406	Printing/Postage/Stationery	14/08/2024	CS 24/18	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	14.66	2.94	17.60
388	Printing/Postage/Stationery	14/08/2024	CS 24/18	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	6.59	1.32	7.91
390	Printing/Postage/Stationery	14/08/2024	CS 24/18	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	9.99	2.00	11.99
439	Repairs & Maintenance	14/08/2024	CS 24/18	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	245.00	49.00	294.00
454	Fire and Security	14/08/2024	CS 24/18	Cooperative Current	IB	Maintenance	Unique Fire & Security Ltd.	S	417.08	83.42	500.50
447	Office Cleaning (inc Windows)	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Corfe Mullen Village Hall	Z	1.90		1.90
403	Office Cleaning (inc Windows)	14/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	17.50	3.50	21.00
435	Plant Maintenance	14/08/2024	CS 24/18	Cooperative Current	IB	Maintenance	Longham Garden Machiner	S	68.73	13.75	82.48
401	Plant Maintenance	14/08/2024	CS 24/18	Cooperative Current	IB	Maintenance	Longham Garden Machiner	S	36.66	7.33	43.99
395	Street Lighting and Furniture	14/08/2024	CS 24/18	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	69.19	13.84	83.03
395	Street Lighting and Furniture	14/08/2024	CS 24/18	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	167.54	8.38	175.92
433	Recreation/Sports Facility Main	14/08/2024	CS 24/18	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	17.50	3.50	21.00
438	Pavilion - Maintenance	14/08/2024	CS 24/18	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	250.00	50.00	300.00
396	Pavilion - Maintenance	14/08/2024	CS 24/18	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	65.00	13.00	78.00
533	Contractor Costs	14/08/2024	CS 24/18	Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch	S	2,336.50	467.30	2,803.80
423	Maintenance	14/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Trade Uk (B&Q)	S	82.50	16.50	99.00
445	VH Reimbursement	14/08/2024	CS 24/18	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	11.98		11.98
451	VH Reimbursement	14/08/2024	CS 24/18	Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	38.97		38.97
452	VH Reimbursement	14/08/2024	CS 24/18	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	8.00		8.00
456	VH Reimbursement	14/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-14.78		-14.78
457	VH Reimbursement	14/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-416.16		-416.16
458	VH Reimbursement	14/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-98.38		-98.38
459	VH Reimbursement	14/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-11.98		-11.98
460	VH Reimbursement	14/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-38.97		-38.97
461	VH Reimbursement	14/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-8.00		-8.00
414	VH Reimbursement	14/08/2024	CS 24/18	Cooperative Current	IB	CMVH Items	Dorset Fire & Security	Z	416.16		416.16
407	VH Reimbursement	14/08/2024	CS 24/18	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	14.78		14.78
462	CMYT - Reimbursement	14/08/2024		Cooperative Current	IB	CMYT Items	Corfe Mullen Youth Trust	Z	-19.16		-19.16
453	Additional CCTV	14/08/2024	CS 24/18	Cooperative Current	IB	Equipment	Unique Fire & Security Ltd.	S	1,160.71	232.14	1,392.85
412	Cleaning Materials & Supplies	15/08/2024		Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	-3.38	-0.68	-4.06

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
427	Office IT & Software	15/08/2024	CS 24/18	Cooperative Current	DD	IT Support	Newburgh Networks Limite	S	125.00	25.00	150.00
428	Office IT & Software	15/08/2024	CS 24/18	Cooperative Current	DD	Monthly Subscription	Newburgh Networks Limite	S	57.00	11.40	68.40
449	CMVH	15/08/2024	CS 24/18	Cooperative Current	IB	Fees	Bradbury Bichard	Z	576.00		576.00
483	Cleaning Materials & Supplies	15/08/2024		Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	-7.91	-1.58	-9.49
426	Utilities	16/08/2024	CS 24/18	Cooperative Current	DD	Water Usage	Waterplus	Z	32.79		32.79
507	Rates & Utilities	16/08/2024		Cooperative Current	DD	Water Usage	Waterplus	Z	8.82		8.82
504	Telephone/Broadband/Mobiles	16/08/2024		Cooperative Current	DD	Mobile Costs	EE	S	9.49	1.90	11.39
426	VH Reimbursement	16/08/2024	CS 24/18	Cooperative Current	DD	Water Usage	Waterplus	Z	98.38		98.38
508	Pavilion - Utilities	16/08/2024		Cooperative Current	DD	Water Usage	Waterplus	Z	20.05		20.05
509	Pavilion - Utilities	16/08/2024		Cooperative Current	DD	Water Usage	Waterplus	Z	27.99		27.99
506	Water	16/08/2024		Cooperative Current	DD	Water Usage	Waterplus	Z	125.26		125.26
425	Telephone/Internet	18/08/2024	CS 24/18	Cooperative Current	DD	Monthly Subscription	Buzz Networks Ltd.	S	39.80	7.96	47.76
440	Waste & Recycling	20/08/2024	CS 24/18	Cooperative Current	DD	Waste Collection	Dorset Council	Z	401.45		401.45
417	Employment Services	20/08/2024	CS 24/18	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
440	Office - Waste Collection	20/08/2024	CS 24/18	Cooperative Current	DD	Waste Collection	Dorset Council	Z	31.16		31.16
440	Pavilion - Waste	20/08/2024	CS 24/18	Cooperative Current	DD	Waste Collection	Dorset Council	Z	66.34		66.34
487	Play Areas	20/08/2024	TC 24/87	Cooperative Current	Card	Materials & Supplies	Orbital Fasteners Ltd	S	16.56	3.31	19.87
413	Ground Staff Building (premise	21/08/2024	CS 24/18	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
413	Public Toilets	21/08/2024	CS 24/18	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	372.00	74.40	446.40
413	Pavilion - Cleaning & Supplies	21/08/2024	CS 24/18	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	516.00	103.20	619.20
463	Salaries	23/08/2024	TC 24/87	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	13,999.46		13,999.46
358	Ground Staff Building (premise	25/08/2024	TC 24/68	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.67	3.73	22.40
493	Vehicle Fuel	26/08/2024	TC 24/87	Cooperative Current	DD	Fuel	UK Fuels Limited	S	42.05	8.41	50.46
493	Equipment Fuel	26/08/2024	TC 24/87	Cooperative Current	DD	Fuel	UK Fuels Limited	S	21.99	4.40	26.39
469	Cleaning Materials & Supplies	27/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	12.92	2.58	15.50
496	Legal Fees	27/08/2024		Cooperative Current	Card	Land Registry Search	Land Registry	Z	36.00		36.00
488	Health & Safety Services	27/08/2024	TC 24/87	Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
476	PPE & Uniform	28/08/2024	TC 24/87	Cooperative Current	IB	Uniform	Arco Ltd.	S	107.04	21.41	128.45
470	Cleaning Materials & Supplies	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	11.57	2.31	13.88
471	Cleaning Materials & Supplies	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	12.42	2.48	14.90
472	Cleaning Materials & Supplies	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	17.77	3.56	21.33
480	Meeting Room Hire	28/08/2024	TC 24/87	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	28.00		28.00
474	Printing/Postage/Stationery	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	26.73	5.34	32.07
473	Printing/Postage/Stationery	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	8.80	1.76	10.56
473	Office Cleaning (inc Windows)	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	1.50	0.30	1.80

Corfe Mullen Town Council

9 September 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
474	Pavilion - Health & Safety	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	5.24	1.05	6.29
478	Pavilion - Utilities	28/08/2024	TC 24/87	Cooperative Current	DD	Gas Usage	British Gas	L	50.75	2.54	53.29
490	Ground Staff Building (premise	28/08/2024	TC 24/87	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	249.99	50.00	299.99
484	Cleaning Materials & Supplies	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	GLS Educational Supplies	S	137.94	27.59	165.53
495	Councillor Training	28/08/2024	TC 24/87	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	60.00		60.00
485	Office IT & Software	28/08/2024	TC 24/87	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
482	Office IT & Software	28/08/2024	TC 24/87	Cooperative Current	IB	IT & Software	Edge IT Systems Limited	S	561.30	112.26	673.56
535	Office IT & Software	28/08/2024	TC 24/87	Cooperative Current	IB	IT & Software	Newburgh Networks Limite	S	2,000.00	400.00	2,400.00
467	VH Reimbursement	28/08/2024	TC 24/87	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	10.32		10.32
468	VH Reimbursement	28/08/2024	TC 24/87	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	10.99		10.99
534	Pavilion - Health & Safety	28/08/2024	TC 24/87	Cooperative Current	IB	Maintenance	Stanner Electrical Contract	S	575.00	115.00	690.00
455	Additional CCTV	28/08/2024	TC 24/87	Cooperative Current	IB	Equipment	Unique Fire & Security Ltd.	S	874.18	174.84	1,049.02
475	VH Reimbursement	28/08/2024		Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	14.95		14.95
474	VH Reimbursement	28/08/2024	TC 24/87	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	Z	13.99		13.99
497	VH Reimbursement	28/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-10.32		-10.32
498	VH Reimbursement	28/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-10.99		-10.99
499	VH Reimbursement	28/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-14.95		-14.95
500	VH Reimbursement	28/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-163.57		-163.57
501	VH Reimbursement	28/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-105.60		-105.60
502	VH Reimbursement	28/08/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-13.99		-13.99
532	CIL Expenditure	28/08/2024	TC 24/87	Cooperative Current	IB	Equipment	Fresh Air Fitness	S	5,150.00	1,030.00	6,180.00
477	Utilities	29/08/2024	TC 24/87	Cooperative Current	DD	Electricity Usage	British Gas	L	98.27	4.91	103.18
491	Repairs & Maintenance	29/08/2024		Cooperative Current	IB	Maintenance	Summit Mechanical Service	S	136.31	27.26	163.57
492	VH Reimbursement	29/08/2024		Cooperative Current	IB	CMVH Items	Summit Mechanical Service	Z	105.60		105.60
491	VH Reimbursement	29/08/2024		Cooperative Current	IB	Maintenance	Summit Mechanical Service	Z	163.57		163.57
466	PAYE	30/08/2024	TC 24/87	Cooperative Current	IB	PAYE	HMRC	Z	665.60		665.60
465	National Insurance	30/08/2024	TC 24/87	Cooperative Current	IB	NIC	HMRC	Z	2,259.67		2,259.67
464	Pension	30/08/2024	TC 24/87	Cooperative Current	IB	Pension Contributions	DCPF	Z	4,636.61		4,636.61
524	Play Areas	30/08/2024		Cooperative Current	Card	Materials & Supplies	Precision Units	S	30.00	6.00	36.00
Total									49,002.47	4,601.60	53,604.07

Corfe Mullen Town Council

9 September 2024 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
166	Tennis Court Fees	01/08/2024		Cooperative Current	IB	Tennis Court Fees	Richard Whitford	Z	-52.50		-52.50
167	Cemetery Fees	01/08/2024		Cooperative Current	IB	Cemetery Fees	Haven Memorials	Z	107.00		107.00
168	Allotment Rents	02/08/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	8.32		8.32
174	VAT Reclaim	02/08/2024		Cooperative Current	IB	VAT Reclaim	HMRC	R		5,228.06	5,228.06
170	Cemetery Fees	05/08/2024		Cooperative Current	IB	Cemetery Fees	R Webb	Z	92.00		92.00
171	Tennis Court Fees	05/08/2024		Cooperative Current	IB	Tennis Court Fees	Clare Wong	Z	7.50		7.50
173	Pitch Fees	06/08/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC	Z	54.00		54.00
173	Pitch Fees	06/08/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC	Z	54.00		54.00
173	Pitch Fees	06/08/2024		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC	Z	54.00		54.00
175	Tennis Court Fees	08/08/2024		Cooperative Current	IB	Tennis Court Fees	Sara Butt	Z	7.50		7.50
177	Tennis Court Fees	09/08/2024		Cooperative Current		Tennis Court Fees	Matt Halkerston	Z	7.50		7.50
176	Tennis Court Fees	13/08/2024		Cooperative Current		Tennis Court Fees	Sara Butt	Z	7.50		7.50
178	Pavilion - Cleaning & Supplies	14/08/2024		Cooperative Current		Materials & Supplies	Corfe Mullen Lawn Tennis	Z	21.00		21.00
205	Cricket Fees	14/08/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z	46.00		46.00
205	Cricket Fees	14/08/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
205	Cricket Fees	14/08/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
205	Cricket Fees	14/08/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
205	Cricket Fees	14/08/2024		Cooperative Current	IB	Pitch Fees	Wimborne Cricket Club	Z			
180	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Canford United FC (Home	Z	78.00		78.00
180	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Canford United FC (Home	Z			
180	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Canford United FC (Home	Z			
180	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Canford United FC (Home	Z			
181	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z	78.00		78.00
181	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
181	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
181	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
181	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
181	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
181	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
182	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z	78.00		78.00
179	Tennis Court Fees	15/08/2024		Cooperative Current		Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
182	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
182	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
182	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
182	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
182	Pitch Fees	15/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			

Corfe Mullen Town Council

9 September 2024 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
189	Pavilion Lounge Hire	22/08/2024		Cooperative Current		Room Hire	Corfe Mullen Lawn Tennis	Z			
189	Pavilion Lounge Hire	22/08/2024		Cooperative Current		Room Hire	Corfe Mullen Lawn Tennis	Z			
189	Pavilion Lounge Hire	22/08/2024		Cooperative Current		Room Hire	Corfe Mullen Lawn Tennis	Z			
189	Pavilion Lounge Hire	22/08/2024		Cooperative Current		Room Hire	Corfe Mullen Lawn Tennis	Z			
189	Pavilion Lounge Hire	22/08/2024		Cooperative Current		Room Hire	Corfe Mullen Lawn Tennis	Z			
189	Pavilion Lounge Hire	22/08/2024		Cooperative Current		Room Hire	Corfe Mullen Lawn Tennis	Z			
190	Pitch Fees	27/08/2024		Cooperative Current		Pitch Fees	Michael Davidson	Z	78.00		78.00
193	Tennis Court Fees	27/08/2024		Cooperative Current		Tennis Court Fees	Richard Davies	Z	5.50		5.50
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
214	Pitch Fees	28/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z	78.00		78.00
214	Pitch Fees	28/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
214	Pitch Fees	28/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
214	Pitch Fees	28/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
214	Pitch Fees	28/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
214	Pitch Fees	28/08/2024		Cooperative Current		Pitch Fees	Andrew Cordial	Z			
191	Tennis Court Fees	28/08/2024		Cooperative Current		Tennis Court Fees	Lisa Birley	Z	-7.50		-7.50
192	Tennis Court Fees	28/08/2024		Cooperative Current		Tennis Court Fees	Lisa Birley	Z	7.50		7.50
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z	27.00		27.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
185	Cricket Fees	28/08/2024		Cooperative Current	Cheque	Pitch Fees	Corfe Mullen Cricket Club	Z			
211	Bank Interest	31/08/2024		Public Sector Deposil	IB	Bank Interest	PSDF	Z	3,209.34		3,209.34
Total									4,308.16	5,228.06	9,536.22



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

Present: **Councillors**
P Neil (Chair)
J Bonham
P Cuckston
L Hardy
A Holland
V Papilio

In Attendance: Catherine Horsley (Town Clerk & RFO) (minute taker)
Daryl Pearce (Deputy Town Clerk)

Public Participation

There was 3 members of the public present, none of whom wished to speak.

PC 24/75 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Florek and Sowry-House, who both had personal commitments.

PC 24/76 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 24/77 Paper A - To Approve minutes of meeting held on 23 July 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 23 July 2024.

PC 24/78 Paper B – To Note Planning Decisions Report – decisions between 17 July 2024 – 7 August 2024

The planning decisions report was **NOTED**.

PC 24/79 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services:

Application No: P/HOU/2024/03957
Location: 13 Southlands Avenue Corfe Mullen BH21 3JB
Proposal: Extended platform/retaining wall and platform lift
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407096>

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

A handwritten signature in black ink, appearing to be 'D. A.' with a flourish.

Application No: P/HOU/2024/03382
Location: Gilleva Wareham Road Corfe Mullen Wimborne BH21 3RU
Proposal: Retain boundary fencing and foundation/base for replacement outbuilding
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406455>

Members discussed the use of Class C3 – dwellinghouses, Green Belt designation of the location, which was predominately industrial units and the intention of the foundation/base for replacement outbuilding, whereby the orientation and size differed from the existing outbuilding. It was felt that should the applicants wish to build the outbuilding, that planning permission should be sought prior to any works taking place.

It was **RESOLVED** that there were no objections. However, a condition to be made that if permission is granted for the foundation/base for replacement outbuilding, that planning permission is sought ahead of commencement of any further works. No Planning Notice displayed on the site.

Application No: P/FUL/2024/03560
Location: Lambs Green Farm Lambs Green Lane Corfe Mullen Dorset BH21 3DN
Proposal: Erect temporary rural workers dwelling and agricultural building and site ground mounted solar panels
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406658>

Members felt the temporary rural workers dwelling was a substantial large dwelling which was an overdevelopment of the site, due to its scale and dominance. The objections raised by the adjacent property relating to being overlooked were noted.

It was agreed that due to some supporting documentation being unavailable, the Committee would defer submitting comments on the application to Dorset Council Planning at this time. Albeit, based on the documentation already provided and reviewed, objected to the application on the following basis:

- The proposal is contrary to Policy HE2 of the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014), due to overdevelopment in terms of scale and dominance of the rural workers dwelling, which would cause loss of amenity to the adjacent property.

It was **RESOLVED** for the Clerk to request an extension for commenting on the planning application until all supporting documentation, namely the Agricultural Appraisal and Planning Officers response to the Dorset Council BNG Natural Environment Team comments dated 6 August 2024 relating to the submission of PRA in support of the application which had not been submitted for review under the DBAP and as such had not been approved, was available for consideration.

The Clerk agreed to update members outside of the meeting on the request for an extension and any subsequent submission made to Dorset Council Planning.

PC 24/80

To Note Certificate of Lawfulness Application received from Dorset Council:

Application No: P/CLP/2024/04336
Location: 7 Highfield Close, Corfe Mullen BH21 3PJ
Proposal: Erect single storey rear extension
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407530&cuuid=59B3E49E-DBEA-4E38-A115-49E1D8ECCE0F>

The certificate of lawfulness application was **NOTED**.



PC 24/81 To Note Tree Preservation Order Variation received from Dorset Council:

Application No: EDDC/CM/190
Location: Land to the rear of 4 and 6 Dennis Road, Corfe Mullen, Dorset, BH21 3NF)
Trees Specified: Error on the schedule; the species in the original Order was incorrectly stated to be London Plane. Variation of TPO to rectify error with the species corrected to a Liquidambar.

The tree preservation order variation was **NOTED**.

PC 24/82 Paper D – To Note Highways Update

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

Line 12: Dorset Council Highways confirmed that any repositioning and/or repainting of the roundabout would not be carried out until programmed resurfacing in the area, albeit timing was unknown. Cllr Sowry-House in his role of Dorset Council Ward Councillor for Corfe Mullen was following up with Dorset Council Highways.

Line 13: Dorset Council Highways confirmed road markings did not meet the 75% criteria for repainting and were being monitored.

Line 15: New request received from a resident using Albert Road, requesting double yellow lines on Albert Road at the junction with Wareham Road due to visibility on the brow of the hill.

Members discussed the pros and cons of double yellow lines in the location and felt, Albert Road was fairly flat and low priority, therefore, would not support the request to submit a formal request to Dorset Council Highways for prioritisation and scoring. Should the resident wish to take further, a formal petition should be completed and submitted for further consideration.

Cllr Cuckston requested an update on line 9 of the schedule relating to request for double yellow lines on Hillside Road at the junction of Henbury View Road and Chapel Lane. The Clerk advised the Committee had previously agreed to consider alternative solutions to change behaviours and encourage users and residents to park considerably at a future meeting.

The highways report was **NOTED**.

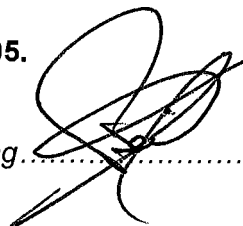
PC 24/83 Matters for forthcoming agendas No decisions can be taken¹

No items for forthcoming agendas were noted.

PC 24/84 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 27 August 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/85 Close of Meeting at 19:05.

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



Date.....

27th August 2024



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

Present: **Councillors**
P Neil (Chair)
J Bonham
P Cuckston
L Hardy
A Holland
V Papilio

In Attendance: Catherine Horsley (Town Clerk & RFO) (minute taker)
Daryl Pearce (Deputy Town Clerk)

A handwritten signature in black ink, appearing to be 'Daryl Pearce', written over a faint circular stamp.

Public Participation

There were 10 members of the public present, of which 5 wished to speak pertaining to planning applications for consideration as follows:

- **Planning Application no. P/FUL/2024/04192 – 113 Wimborne Road, Corfe Mullen BH21 3DU** – Cllr Bonham spoke as a member of the public living adjacent to the proposed development. Cllr Bonham noted the clearance of the site in September 2023 destroying the established wildlife habitat/corridor and the approach taken by the applicant who had not engaged with residents prior to submitting the planning application as recommended by the Dorset Council Planning Officer. Cllr Bonham highlighted the limited accessibility to the site along a narrow driveway, particularly for refuse and emergency vehicles along with limited parking for 4 detached properties and noted her objection to the proposed development.

Cllr Jefferies also spoke as a member of the public who provided some background to the site, relating to its ownership and property name, known as the 'The Copse'. Cllr Jefferies noted the destruction of the wildlife habitat, chipping of the felled trees on site and timings of wildlife surveys conducted.

- **Planning Application no. P/VOC/2024/03560 – Land of Stour View Gardens/91 Wimborne Road, Corfe Mullen BH21 3DS** – Two members of the public noted their objections to the variation of condition in respect of outline planning permission 3/15/0332/OUT to construct 3 detached bungalows with garaging and bin store. The first member of the public felt the variation of condition application differed from the outline planning permission granted in terms of the size of the proposed dwellings with limited accessibility and parking for 3 detached properties. The second member of the public noted the original planning permission granted in 2015 had expired with no evidence of commencement of works within the designated timeframe. The proposed dwellings were for 3 chalet style bungalows not bungalows as originally granted permission. The member of the public noted the design of the dwellings was not in keeping with neighbouring properties with limited access for refuse and emergency vehicles through a narrow driveway via a turning circle, which was not designed for through traffic and/or parked vehicles.
- **Planning Application no. P/FUL/2024/04031 – Caretakers Flat, Castle Court School, Knoll Lane, Corfe Mullen BH21 3RF** – The applicant introduced himself, stating the proposed development was to create an eco-friendly multi-generation family home, noting he had paid for a covenant on the land for future use at an additional expense. The applicant noted comments on social media relating to tree felling and destruction of wildlife habitats which were

untrue. The applicant described the landscape value and how his family were protecting the countryside to give back more green space to grass and planting, enhancing wildlife habitats.

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

PC 24/86 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Florek and Sowry-House, who both had personal commitments.

PC 24/87 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 Bonham declared a non-pecuniary interest as a resident affected by the proposed development at 113 Wimborne Road, Corfe Mullen, BH21 3DU.

PC 24/88 Paper A - To Approve minutes of meeting held on 13 August 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 13 August 2024.

PC 24/89 Paper B – To Note Planning Decisions Report – decisions between 7 – 21 August 2024

The planning decisions report was **NOTED**.

PC 24/90 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services:

Application No: P/FUL/2024/04192
Location: 113 Wimborne Road Corfe Mullen BH21 3DU
Proposal Demolish existing conservatory and garage/outbuilding, erect new garage/outbuilding and internal alterations. Erect 4no detached dwellings with associated garages, access and landscaping.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407370>

The Chair provided a timeline of events from September 2023 relating to the destruction of the site following change of ownership, contact with the Dorset Council Planning Officer and recommendations from the pre-application enquiry and site visit in February 2024.

The Chair noted the observations of the Climate Change Working Party relating to breaches of the Wildlife & Countryside Act 1981 and Environment Act 2021 following the destruction of the wildlife habitat/corridor on site.

Members discussed the information included within the planning application form completed and signed by the agent acting on behalf of the applicant, Bayview Developments (South) Limited.

It was **RESOLVED** to **STRONGLY OBJECT** on the basis shown in Appendix 1.

Application No: P/HOU/2024/03941
Location: 118 Wareham Road Corfe Mullen BH21 3LH

Proposal: Erect a boundary fence of 1.8 to replace an existing 6ft high fence to the left of the property entrance. Removal of hedge.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407076>

It was **RESOLVED** that there were no objections. However, members felt the fence should be in addition to a hedge to maintain the wildlife habitat/corridor.

Application No: P/FUL/2024/04031
Location: Caretakers Flat Castle Court School Knoll Lane Corfe Mullen Wimborne BH21 3RF
Proposal: Demolition of all buildings and erect a dwelling.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407181>

The Chair provided some history to the planning applications already received and/or granted permission for the site. Members discussed the planning application alongside the notification of appeal and felt the proposed plans were a better use of the site. Members took a vote with 5 in favour with the Chair abstaining.

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

Application No: P/HOU/2024/04553
Location: 2A Insley Crescent Corfe Mullen BH18 9EA
Proposal: New first floor side dormer with matching pitch to flat roof.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407785>

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

Application No: P/FUL/2024/03560
Location: Lambs Green Farm Lambs Green Lane Corfe Mullen Dorset BH21 3DN
Proposal: Erect temporary rural workers dwelling and agricultural building and site ground mounted solar panels.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406658>

It was **RESOLVED** to **OBJECT** on the basis shown in Appendix 2.

PC 24/91

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

Application No: P/VOC/2024/04423
Location: Land off Stour View Gardens/91 Wimborne Road Corfe Mullen Wimborne BH21 3DS
Proposal: Approval of all reserved matters in respect of Outline Planning Permission 3/15/0332/OUT to construct 3 detached bungalows with garaging and bin store with access off Stour View Gardens. Part demolish 24A Stour View gardens and workshop (with variation to condition 1 of planning permission 3/19/0545/RM to vary the approved plans).
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407643>

It was **RESOLVED** to **OBJECT** on the basis shown in Appendix 3.

PC 24/92

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

Application No: P/FUL/2023/05990
Location: Caretakers Flat Castle Court School Knoll Lane Corfe Mullen BH21 3RF



Description: Change of use of main building to residential (1 dwelling). Demolition of outbuildings and erect a dwelling and associated works.

Appeal Reference: 3346583

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400604>

The notification of appeal was **NOTED**.

PC 24/93 To Note Non-Material Amendment Application received from Dorset Council:

Application No: P/NMA/2024/04501

Location: Corfe Mullen Village Hall Towers Way Corfe Mullen BH21 3UA

Proposal: Non-material amendment to Approved P/A 3/21/0942/FUL (Single storey infill extensions to north-west, north-east & south-east elevations. Internal alterations. New drop off & accessible parking) to revise parking arrangements.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407731>

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

PC 24/94 To Note Tree Works Application received from Dorset Council:

Application No: P/TRT/2024/04458

Location: Annexe 76 Blandford Road Corfe Mullen BH21 3HQ

Proposal: Oak: Dismantle down to fence height. Replant a replacement tree of the same species.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407681>

Application No: P/TRC/2024/04459

Location: Harts Cottage Brog Street Corfe Mullen BH21 3HB

Proposal: T1 Oak: Crown raise to 5m. Prune to create 2m clearance from building. T2 Yew: Reduce in height by 2m and shape lateral growth by 1m. T3 Ash: Fell to ground. G1 Various dead and dying Elms: Fell.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407682>

Members felt the Dorset Council Tree Officer should visit 76 Blandford Road to review the oak tree prior to being dismantled. The Clerk advised the Tree Officer was a statutory consultee for any tree works applications.

The tree works applications were **NOTED**.

PC 24/95 Verbal – To Note Highways Update

The Clerk confirmed there were no further updates since the previous meeting and advised that the full highways schedule would only be presented to the Committee when there were updates from Dorset Council Highways.

Cllr Hardy queried whether the budget available for road safety improvements could be utilised for any of the outstanding highway's improvements. The Clerk confirmed the budget for the 2024/25 financial year for road safety improvements was £7,500, which had already been allocated to the Henbury View Play Area safety barrier listed on the highways schedule.

It was noted as part of the budget setting process for the 2025/26 financial year, that budget should be allocated for installation of Speed Indicator Devices (SIDs) in Corfe Mullen.



Cllr Bonham asked if there was an update on the request for double yellow lines on Wimborne Road/Blandford Road adjacent to Lockyers School. The Clerk confirmed no further update was available and remained outstanding on the highways schedule.

The highways update was **NOTED**.

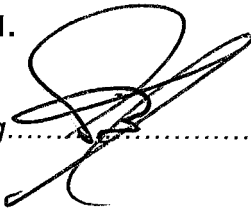
PC 24/86 Matters for forthcoming agendas No decisions can be taken¹

Cllr Hardy sought clarification on the reporting line of the Joint Julians Bridge Working Group with Wimborne Minster Town Council. The Clerk confirmed this should be discussed under the agenda item at the following Full Council meeting.

PC 24/97 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 10 September 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/98 Close of Meeting at 19:21.

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



Date.....

^{9H}
10 SEPTEMBER 2024

Appendix 1 - Application No: P/FUL/2024/04192 – 113 Wimborne Road Corfe Mullen BH21 3DU

Members of the Planning & Highways Committee met on 27 August 2024 to consider the above application, noting the following comments:

- Pre-application advice provided by the Dorset Council Planning Officer on 29 February 2024 in response to the pre-application enquiry recommends for the applicant to discuss proposed planning application with neighbours and/or Town Council, this has not happened.
- As of 27 August 2024, HM Land Registry does not show the current ownership of the site. However, there is data on Companies House showing the applicant purchased the site on 22 September 2023. Following the change of ownership, contractors attended site on 26 September 2023 to clear established wildlife habitat/corridor consisting of mature trees, various species of wild orchids, shrubbery and hedgerow. The work of the contractors also damaged neighbouring properties boundary fences and mature trees. This matter was reported to Dorset Police and covered by local and national media.
- Appendix A - shows aerial views of site prior to 22 September 2023 and following clearance on 26 September 2023. Dorset Council to consider the actions taken following ownership in line with Schedule 12 of the Environment Act 2021, relating to pre-emptive site clearance allowing for retrospective conditions and/or enforcement.
- The ecological surveys were conducted on 29 November 2023, whereby the Ecology and Biodiversity Net Gain (BNG) assessment report states the site was cleared by the previous owner. This statement is false. Therefore, members believe there is inaccurate information within the submitted planning application and should be rejected and deemed invalid.

Following lengthy discussion, the Planning & Highways Committee strongly object on the following grounds:

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

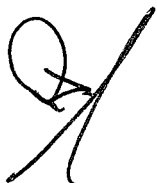
- **HE2 – Design of New Development:** The proposed development is adjacent to the Green Belt and will compromise the tranquillity of the area and visual amenity. The Planning Officer recommended for post and rail fencing on the boundary with a native hedgerow to ensure visual appearance and openness onto the Green Belt. However, the proposed plans state 1.8m close board fencing.

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

The vegetation/verge adjacent to the narrow driveway access is an important contribution to the street scene. It should be noted the vegetation/verge is not owned by the applicant and therefore, should not be included in the proposed plans.

- **HE3 – Landscape Quality:** The proposed development does not protect the natural features such as mature trees, hedgerows, woodland, field boundaries and wildlife corridors which were destroyed during the clearance of the site. The remaining/existing landscape including mature trees should be incorporated into the proposed development not removed.

The proposed development does not maintain the tranquillity to protect the visual amenity against intrusion from light pollution, noise and motion from the dwellings and traffic generated.



There is no evidence of measures to mitigate noise impacts from traffic to neighbouring properties along with external lighting to protect any remaining/existing wildlife habitats.

- **KS11 – Transport and Development:** The proposed development does not provide safe access onto the existing transport network.

Access for emergency vehicles particularly fire appliances (up to 12.5 tonne vehicles) should be no less than 3.7m wide between kerbs and may reduce to 3.1m for a gateway with a minimum centreline bend radius of at least 6.5m with headroom of 3.7m. The existing driveway is 3.4m wide between kerbs. The fire authority is not listed as a statutory consultee.

Refuse collection vehicles also require at least 5m wide access with at least 3.7m minimum at pinch points. The existing driveway does not allow for this.

Material changes on the residential amenity of the neighbouring properties due to increased traffic and character of the area.

- **KS12 – Parking Provision:** In line with the Dorset Council residential car parking provision guidance, the proposed development does not provide adequate vehicle parking facilities for 3-4 bedroom properties. If garages are not used for parking.
- **LN1 – Size and Type of New Dwellings:** The latest strategic housing market assessment provides for 2-3 bedroom dwellings, not 4 bedrooms as proposed.
- **LN2 – Design, Layout and Density of New Housing Development:** The design and layout of the proposed development conflicts with the local character and distinctiveness of the area.
- **ME1 – Safeguarding Biodiversity and Geodiversity:** The proposed development could potentially have a harmful effect on internationally designated sites, sites of special scientific interest and regionally important geological and geomorphological sites. Therefore, should retain existing habitats and provision of buffer zones around sensitive areas.

In the members opinion the scale and density of the proposed development should be reduced to secure increased Biodiversity Net Gain (BNG) of the site.

Part of the existing ecological network including mature trees and hedgerows are an important part of the local landscape character which have been affected by the site clearance. As an example, a bat survey conducted in January 2023 for a garage extension at 115 Wimborne Road (P/HOU/2022/07347) sited various bat species.

The application form states a 2m wildlife corridor to be created with neutral grassland and wildflowers with hedgerow buffer of 10 small trees. This area would require annual maintenance, however there is no provision for access. It is recommended at least 1.8m hedgerow is required to benefit biodiversity.

- **ME2 – Protection of the Dorset Heathlands:** The proposed development is between 400m and 5km of protected Dorset Heathlands. Therefore, provision of onsite and offsite suitable alternative greenspace should be allocated.
- **ME3 – Sustainable Development Standards for New Development:** The completed Dorset Council Sustainability Statement and Checklist does not demonstrate a commitment to water and energy efficiency, solar gain, minimising waste, pollution and water run off incorporating sustainable drainage. There is no indication of how foul waste is removed from the site.

Applicant 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 retro-fit costs.



- **ME6 – Flood Management, Mitigation and Defence:** The proposed development is in an area at risk of flooding. Therefore, there is a risk of surface water run off exceeding pre-development levels.

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

- **111:** The plans do not demonstrate a provision of parking spaces for charging plug-in and other ultra-low emission vehicles.
- **116d:** Delivery of goods and access by services and emergency vehicles would be limited, due to access via a narrow driveway.
- **128d:** The proposed development does not maintain the areas prevailing character and setting.
- **135c:** The proposed development is not sympathetic to the local characteristics of its surroundings.
- **159a:** The proposed development increases vulnerability to the range of impacts arising from climate change, particularly the flood risk.
- **160:** There is no evidence of suitable areas for renewable and low carbon energy sources and support infrastructure.
- **167d:** There is no evidence to suggest the flood risk will not increase elsewhere in the surrounding area. Climate change is expected to increase flood risk, which is already being seen locally, and could make access to the proposed development unsustainable in the long-term.
- **175:** No evidence of sustainable drainage systems or maintenance arrangements in place to ensure acceptable standard of operation for the lifetime of the development.
- **180a:** The proposed development does not protect and/or enhance valued landscapes and biodiversity of the area.
- **185a:** The proposed development does not safeguard the local wildlife rich habitats and wider ecological networks.
- **189-190:** Adequate site investigation information should be prepared to ascertain the ground conditions for any contamination and/or pollution. An example of contamination, when carrying out works at 115 Wimborne Road, Dorset Council Building Control required the use of radon membrane during construction due to elevated radon potential.
- **191:** The proposed development impacts on the living conditions and natural environment of neighbouring properties in terms of noise and light pollution.

Members request the application is considered in light of the above comments by the East Dorset Planning Committee, rather than a delegated Officer decision, if the Officers comments are at variance to the above.

Corfe Mullen Town Council
27 August 2024



Appendix A –

Before 26 September 2023 taken from Google Earth



After 26 September 2023 taken from drone footage



A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a smaller, less distinct mark.

Appendix 2 - Application No: P/FUL/2024/03560 - Lambs Green Farm Lambs Green Lane Corfe Mullen Dorset BH21 3DN

Members of the Planning & Highways Committee met on 27 August 2024 to consider the above application, noting the following comments:

- Two of the three basic criteria to apply for a temporary agricultural workers dwelling is to ensure (1) there is no significant impact on the landscape and (2) to have a sound financial business plan. The proposed dwelling is within the Green Belt and does not form part of the business plan for the proposed alpaca business as it is being funded separately.
- Members felt the size of the proposed temporary rural workers dwelling was out of scale for its intended use.

Following discussion, the Planning & Highways Committee object on the following grounds:

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

- **ME1 – Safeguarding Biodiversity and Geodiversity:** The proposed development could potentially have a harmful effect on internationally designated sites, sites of special scientific interest, the Dorset landscape character area and regionally important geological and geomorphological sites.

The Dorset Biodiversity Appraisal Protocol (DBAP) which is designed to meet the requirements of Natural England Protected Species Standing Advice and to address the mitigation hierarchy set out in the National Planning Policy Framework (NPPF) has not been submitted as part of the planning application.

- **ME2 – Protection of the Dorset Heathlands:** The proposed development is between 400m and 5km of protected Dorset Heathlands.
- **ME3 – Sustainable Development Standards for New Development:** The completed Dorset Council Sustainability Statement and Checklist does demonstrate some commitment to water and energy efficiency, solar gain and minimising waste. However, there is no indication of how drainage for surface water and foul waste would be managed.
- **HE1 – Valuing and Conserving our Historic Environment:** The proposed development is within the vicinity of possible historic field boundaries at Lambs Green and scheduled monument at Lake Farm.
- **HE2 – Design of New Development:** The proposed development is in a rural setting, which would compromise the tranquillity of the area and visual amenity. Due to the scale and bulk of the development it impacts on the amenity and privacy currently enjoyed by neighbouring properties.
- **HE3 – Landscape Quality:** The proposed development does not protect the visual amenity and wildlife corridors, along with noise, light pollution and motion from the dwelling and traffic generated.
- **KS3 – Green Belt:** The proposed development is within the Green Belt and fails to protect the separate physical identity of individual settlements in the area.
- **KS11 – Transport and Development:** The proposed development materially changes the residential amenity of the neighbouring properties due to increased traffic.

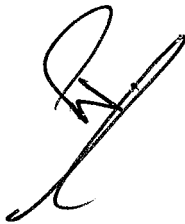


The proposal is also contrary to the following policies within the National Planning Policy Framework (NPPF) paragraphs:

- **128d:** The proposed development does not maintain the areas prevailing character and setting.
- **142-143:** The proposed development does not safeguard the countryside from encroachment.
- **144-145:** The proposed development is within the Green Belt. Dorset Council strategic polices would need to set out any new Green Belts to be established in the exceptional circumstances listed in para 144 a-e.
- **152-155:** The proposed development would be harmful to the Green Belt and does not demonstrate very special circumstances to be approved.
- **180a:** The proposed development does not protect and/or enhance valued landscapes and biodiversity of the area.
- **185:** The proposed development does not safeguard the local wildlife rich habitats and wider ecological networks.

Members request the application is considered in light of the above comments by the East Dorset Planning Committee, rather than a delegated Officer decision, if the Officers comments are at variance to the above.

Corfe Mullen Town Council
27 August 2024

A handwritten signature in black ink, appearing to be 'R. J. ...', written over a faint, illegible stamp or watermark.

Appendix 3 - Application No: P/FUL/2022/07707 - Land off Stour View Gardens/91 Wimborne Road Corfe Mullen Dorset BH21 3DS

Members of the Planning & Highways Committee met on 27 August 2024 to consider the above application, acknowledging the timeline of planning permission already granted for the site as follows:

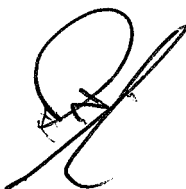
- Planning application no. 3/15/0332/OUT – to part demolish 24A Stour View Gardens and Workshop, alter access to form new access off Stour View Gardens to construct three detached bungalows with garaging and bin store, which was granted permission on 18 August 2016 (3 years).
- Reserved Matters application no. 3/19/0545/RM as above was granted permission on 31 July 2019 (2 years).

Following discussion, the Planning & Highways Committee object on the following grounds:

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

- **ME1 – Safeguarding Biodiversity and Geodiversity:** The proposed development could potentially have a harmful effect on sites of special scientific interest and regionally important geological and geomorphological sites.
- **ME2 – Protection of the Dorset Heathlands:** The proposed development is within 5km of protected Dorset Heathlands.
- **ME3 – Sustainable Development Standards for New Development:** Applicant should be encouraged to complete the Dorset Council sustainability statement and checklist to demonstrate 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 retro-fit costs.
- **ME6 – Flood Management, Mitigation and Defence:** There is a risk of surface water run off exceeding pre-development levels.
- **HE2 – Design of New Development:** The application shows an overdeveloped and crowded site with properties in close proximity to each other, which may result in overshadowing and loss of amenity currently enjoyed by the existing neighbouring properties due to the proximity of the development.
- **HE3 – Landscape Quality:** The proposed development does not maintain the tranquillity to protect the visual amenity against intrusion from light pollution, noise and motion from the dwellings and traffic generated.
- **KS11 – Transport and Development:** The proposed development does not provide safe access onto the existing transport network. Vehicle access onto the site is extremely poor in that emergency vehicles, particularly fire engines, would not be able to access the properties easily.

Material changes on the residential amenity of the neighbouring properties due to increased traffic.



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

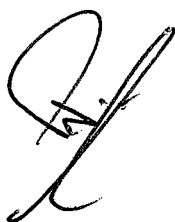
- **111:** The plans do not demonstrate a provision of parking spaces for charging plug-in and other ultra-low emission vehicles.
- **116d:** Delivery of goods and access by services and emergency vehicles would be limited, due to access via a narrow driveway.
- **128d:** The proposed development does not maintain the areas prevailing character and setting.
- **135:** The proposed development is not a good layout and sympathetic to its surroundings.
- **159a:** The proposed development increases vulnerability to the range of impacts arising from climate change, particularly the flood risk.
- **160:** There is no evidence of suitable areas for renewable and low carbon energy sources and support infrastructure.
- **175:** No evidence of sustainable drainage systems or maintenance arrangements in place to ensure acceptable standard of operation for the lifetime of the development.
- **191:** The proposed development impacts on the living conditions and natural environment of neighbouring properties in terms of noise and light pollution.

Outline planning permission granted in 2015 was for 3, single storey bungalows with garaging, maintaining the characteristics of neighbouring properties in Stour View Gardens, which are predominately single storey bungalows. However, the variation of condition is for three, 3-bedroom chalet bungalows with no garaging and a bin collection area, which is significantly different to the granted outline planning permission.

Finally, the reserved matters permission granted on 31 July 2019 states, the development to which permission was granted must begin no later than two years from approval. There is no evidence that the proposed development has commenced and therefore, time barred and application deemed invalid.

Members request the application is considered in light of the above comments by the East Dorset Planning Committee, rather than a delegated Officer decision, if the Officers comments are at variance to the above.

Corfe Mullen Town Council
27 August 2024

A handwritten signature in black ink, appearing to be 'J. J.', written in a cursive style.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/112

Paper: Ea

Subject:	Grounds Team Training
Prepared By:	Daryl Pearce – Deputy Town Clerk
Purpose of Report:	For members to consider and approve essential machinery training for the Grounds Team.
Background:	The current Grounds team members consist of two full time and one part time member who should complete essential machinery training.
Key Points:	<p>Two quotations have been obtained to include the following:</p> <ul style="list-style-type: none"> • Lantra Awards: Ride-On (Zero Turn) and Pedestrian Mowers • Lantra Awards: Brushcutter/Trimmer • Lantra Awards: Landscape Tools Multi-Tool (Strimmer, Hedge Cutter and Leaf Blower) <p>Option 1: Three-day training course and assessment for three persons, including instructor’s fees and expenses, course materials, administration, and Lantra registration and certification for three awards per candidate, to be held at the Grounds Unit, at a total cost of £3,190+VAT.</p> <p>Option 2: Four-day training course, including instructor’s fees and expenses, course materials, administration, and Lantra registration and certification for three awards per candidate. Three days to be held at the Grounds Unit and one day the grounds team will be required to travel to Milborne St Andrew (Blandford Forum) at a total cost of £3,210+VAT.</p>
Implications:	<ul style="list-style-type: none"> • Provision and Use of Work Equipment Regulations 1998 (PUWER) states that equipment provided for use at work is used only by people who have received adequate information, instruction and training, “Employers must 'ensure that all persons who use work equipment have received adequate training for the purposes of health and safety, including training in the methods which may be adopted when using work equipment, and risks which such use may entail and the precautions to be taken.” (PUWER regulation 9). • The duty to provide training under PUWER (regulation 9) builds upon the general obligation under section 2 of the Health and Safety at Work Act. • Training qualifies the user to use equipment and proves competency as well as COSHH, Manual Handling, Health and Safety at Work, Risk Assessments, Safe Operating, Pre-Start Checks, Safety Controls and legislations for each piece of named equipment. • If an accident was to occur, toolbox training does not prove, nor is evidence of user’s competency. The competency training

	<p>safeguards the Council, team members and members of the public.</p> <ul style="list-style-type: none"> • Toolbox training provided by the Deputy Town Clerk can be carried out as a yearly refresher (Deputy Town Clerk is qualified to do this). • Training contributes towards the Council's compliance with the Health and Safety Compliance Audit. • Improves staff efficiency, performance, safety and staff retention and is in keeping with the Councils Training & Development Policy for employees. • Remaining budget of £1580.00 allocated for staff training in the 2024/2025 financial year, therefore approving training would be an unbudgeted spend.
Recommendation:	To consider and APPROVE A training provider to carry out essential machinery training.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/112

Paper: Eb

Subject:	Items requiring Approval
Prepared By:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To Approve and/or Retrospectively Approve Items
Background:	Various items requiring retrospective approval or approval as listed.
Key Points:	<p>Replacement Cricket Posts & Nets: Ahead of the cricket season during March/April, the grounds team along with a contractor attends site with a cherry picker to install the cricket nets on the boundary of the Recreation Ground and properties on Rectory Avenue, Corfe Mullen. Then in September/October the same process happens again to take the cricket nets down for safeguarding over the winter months. The current total annual costs for putting up/taking down nets is £420+VAT. The posts remain in situ and have previously incurred damage/bent due to the high winds in this location. The last time posts were replaced was in 2021, with two posts replaced at a total cost of £870+VAT. This year 3 posts require replacement. Contractor has attended site to provide quotation as follows: Option 1 - Cost to replace 3 damaged posts will be c.£2000+VAT, due to the timing of approval and contractor placing order for replacement posts and fluctuating steel costs. Option 2 – Recommendation to install a ‘ball stop netting system’, similar to that at Colehill Cricket Ground. Although there is an initial outlay, longer term this may be a more cost-effective option by way of having a purpose-built system that can be put up and taken down from ground level using a pulley system without the need for a contractor to attend site with a cherry picker twice yearly. There is also an option for the posts to be removed over the winter period, if required. See link for more detail on a Ball Stop Net & Post System [Removable] Net World Sports. The length required is 150m and at the current prices is £8408+VAT including 30 posts, netting etc. Removal of old posts/nets and installation of new system is £7500+VAT, totalling £15,908+VAT and delivery.</p> <p>Green Waste Removal and Installation of Compost Bays: Currently, all green waste from Council sites is placed in a designated area in the far corner of the dog walking field at the Recreation Ground, with the exception of the allotment site, whereby green waste is placed in the compost bays on site (except hawthorn hedging). Green waste includes all grass cuttings, garden waste (weeds, hedge cuttings etc) and any tree branches etc. The area has not been managed for many years, with the space now at capacity and wooden bays deteriorated. Some of the compost created is good quality and could be used across Council sites. In order for the compost to be used and for the area to be workable in the future, it needs to be cleared by a tractor, with some of the waste, removed and recycled off site. The contractor visited the site and provided a quotation as follows:</p>

Option 1: To remove current green waste, supply and install concrete sections to be placed on a hardcore base with a hardcore apron extending 2m at the front the width of the structure to form composting bays to the same size and layout as the allotments at a total cost **£17677+VAT**.
Option 2: To clear and remove current green waste only (estimated 15 tons of material) at a total cost of **£1839+VAT**.

Updated MUGA sign:

The current sign in the Multi-Use Goal Area (MUGA) at Towers Way has the old Corfe Mullen Parish Council logo and contact details. A quotation has been received to update the sign with the Corfe Mullen Town Council details at a **total cost of £49.52 + VAT**.



Implications:

The green waste removal and installation of compost bays would be an unbudgeted expense in the current financial year; however, members may want to consider including costs in the 2025/26 financial year budget.

Green waste compost bays and use of compost across Council sites would benefit the Council in terms of negating the need to purchase compost externally and would contribute to the Councils commitment to climate change.

Procedures for green waste would need to be put in place to ensure the end result is usable across Council sites. Contractor would need to attend site with a tractor to mechanically turn compost on a regular basis during March through to October annually, in the same way as the Allotments. Planning permission may need to be obtained from Dorset Council Planning due to the location being in the Green Belt.

Budget of £2000 allocated in current financial year for replacement cricket posts. A new cricket net system would be an unbudgeted expense in the

	<p>current financial year; however, members may want to consider adding installation of new cricket net system to the 2025/26 financial year budget.</p> <p>Installing a pulley system for the cricket nets negates the need for external contractor to attend site.</p> <p>Council to ensure signage is up to date across all sites to ensure users are aware of the Councils responsibilities for the site and contact information. Budget of £500 allocated for signage in the current financial year.</p>
Recommendation:	<p>To consider and APPROVE how to proceed with the following items:</p> <ul style="list-style-type: none"> • Replacement cricket posts and nets • Green waste removal and installation of compost bays • Updated MUGA sign



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/113

Paper: F

Subject:	To Consider and Approve the Council Insurance for the Year 2024/25
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Consider the Insurance renewal quote and Approve Insurance Policy for the Year 2024/25.
Background:	<p>At the Full Council meeting on 26 September 2023, the Council approved to proceed with Aviva Insurance Limited via broker, Clear Councils Insurance for the year 1 October 2023 to 30 September 2024 with a total Annual Premium - £4230.20 inc. Insurance Premium Tax and policy administration fee.</p> <p>There are limited insurers for local authorities. The renewal quote received from Clear Councils Insurance has been reviewed to ensure it meets the needs of the Council, is fit for purpose to ensure the Council is insured against its liabilities.</p>
Key Points:	<p>Council Insurance:</p> <p>1) Insurer – Aviva Insurance Ltd Broker – Clear Councils Insurance Total Annual Premium - £5893.74 inc. Insurance Premium Tax and policy administration fee.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Policy Schedule shown in Appendix 1.</i> • <i>Annual premium for 2024/25 shows an increase of £1663.54 based on last year's annual premium.</i> • <i>Quotation includes Corfe Mullen Village Hall, with 20% of the total annual premium reimbursed by the Village Hall totalling £1178.75</i> <p>Clear Councils Insurance structure their policy as a 'package' providing a set minimum level of cover depending on population size.</p> <p>Note: The Broker previously based the quotation on a population of 10,000, albeit the Corfe Mullen population was slightly over 10,000. The increase in premium for the 2024/25 financial year is due to the population increasing to approximately 10,250. The quotation provides a minimum level of cover for the following items even if they are not on the asset register/current insurance schedule:</p> <ul style="list-style-type: none"> • Contents • Street Furniture • Walls, Gates and Fences • Playground Equipment • War Memorials • Mowers and Machinery • Sports Equipment

	<p>Cover can be increased at any time beyond these minimum policy limits if they are not adequate for the Council's needs.</p> <p>Property and sum assured amounts are shown in Part A of the Policy Schedule shown in Appendix 1.</p> <p>Vehicle Insurance: Motor/Agricultural Insurance is also due for renewal on 1 October 2024 for the Nissan Navara, roadworthy Kubota ride-on mower and gator. Renewal quote received from Clear Councils Insurance:</p> <p>1) Insurer – MS Amlin Broker - Clear Councils, previously BHIB Councils Insurance Total Annual Premium – £1,772.63 inc. Insurance Premium Tax and broker fee. <i>The annual premium for 2024/25 shows an increase of £168.70 based on last year's annual premium.</i></p>
<p>Implications:</p>	<p>Best practice should demonstrate an annual review of the insurance at renewal time to ensure the Council is insured for the correct categories and items for an appropriate premium. The renewal quotation provides value for money based on the Council's needs.</p> <p>The insurance sector for local councils has seen a recent increased rating model being introduced by insurers in order to make quoting for councils more sustainable for years to come. This has meant several insurers have withdrawn from quoting for any further local council business.</p> <p>The 2024/25 budget allocated for insurance is as follows:</p> <p>Council Insurance - £3800, overspend of £914.99. Vehicle Insurance – £2000, underspend of £227.37.</p>
<p>Recommendation:</p>	<p>To Consider and Approve insurance renewal for Council Insurance and Vehicle Insurance from 1 October 2024 to 30 September 2025.</p>

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755



Local Councils

Policy Schedule

12/09/2024

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Corfe Mullen Town Council
Correspondence Address:	Council Office, Towers Way Corfe Mullen Wimborne Dorset BH21 3UA
Business:	Local Council
Schedule produced on:	12/09/2024
The county association of local council you are affiliated to:	Dorset
Population of Council Area:	10,250

Period of Insurance

Effective dates	From:	01 October 2024
	To:	30 September 2025
Renewal date:		01 October 2025
Long Term Undertaking:		Not Applicable

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755



Premium Details

Annual Premium (excluding Terrorism):	£5,222.09
Insurance Premium Tax:	£626.65
Total Amount Due (excluding Terrorism):	£5,848.74
<hr/>	
Overall Annual Premium:	£5,222.09
Overall Insurance Premium Tax:	£626.65
Policy Administration Fee:	£45.00
Overall Amount Due:	£5,893.74

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£500,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£2,753,613	£3,304,335
Contents	£138,976	£166,771
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£40,000	£48,000
Playground Equipment	£100,000	£120,000
CCTV Equipment	Not Insured	£0
War Memorials	£75,000	£90,000
Ground Surfaces	£121,573	£145,887
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	£3,372	£4,046
Terrorism	Not Insured	

Section Excess: £250

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755



Buildings Insured

Location (1):	Chapel at Rest, Newtown Lane, Corfe Mullen, Wimborne, Dorset, BH21 3EY
Buildings Declared Value:	£163,646
Buildings Sum Insured:	£196,375
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755

clear
councils

Buildings Insured

Location (2):	Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA
Buildings Declared Value:	£320,586
Buildings Sum Insured:	£384,703
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755



Buildings Insured

Location (3):	Grounds Staff Building, Badbury View Road, Corfe Mullen, Wimborne, Dorset, BH21 3HU
Buildings Declared Value:	£184,139
Buildings Sum Insured:	£220,966
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755



Buildings Insured

Location (4):	Corfe Mullen Village Hall, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA
Buildings Declared Value:	£1,484,655
Buildings Sum Insured:	£1,781,586
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755

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Buildings Insured

Location (5):	Sports Pavilion, Badbury View Road, Corfe Mullen, Wimborne, Dorset, BH21 3HU
Buildings Declared Value:	£600,587
Buildings Sum Insured:	£720,704
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
<p>Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:</p>	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£55,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£20,000
Item 4 - Loss of Rent Receivable Maximum Indemnity Period: 12 Months	Insured	£55,000
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755

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Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability <i>(Personal Injury and or Property Damage caused by the Insured's Products)</i>	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250		any one claim or series of claims arising out of any one Occurrence relating to Property Damage
	Nil		all other claims

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Sub-Limits	Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
		Loss of No Claims Discount	£500
		Application of Excess Protection	£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
		Operative Time of Cover	Whilst carrying out official duties
		Scale of Compensation - Ages 16-75	
		1. Death	£100,000
		2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000
		3. Permanent Total Disablement	£100,000
		4. Temporary Total Disablement	£200 per week
		5. Temporary Partial Disablement	£100 per week
		Excess period for items 4 & 5	14 days
		Maximum Benefit Period for items 4 & 5	104 weeks
		In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.	

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Section 10

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your Clear Councils Policy Wording, in addition to the cover provided under the Clear Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy. The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above,
or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[FIREWORKS_23] - Firework Displays & Bonfires

If in relation to any claim for Damage to the Property Insured You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim. You must ensure in connection with firework displays or bonfires organised by You that,

1. You consult the relevant authorities at least seven days before the event
2. You comply with any recommendations or instructions of the
 - a. relevant authorities including the Health and Safety Executive
 - b. fireworks manufacturers
3. You organise the event in accordance with guidance from the Health and Safety Executive
4. fireworks used must be obtained from a company complying with the firework regulations concerning the manufacture and supply of fireworks. All fireworks must be British Standard BS 7114: 1988 and not modified.
5. the display and bonfire must be at least 20 metres away from
 - a. The Premises
 - b. vehicles owned by you
 - c. flammable or other Dangerous Substances as defined in The Dangerous Substances and Explosive Atmospheres Regulations 2002 and all combustible materials

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred

and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[LOR] - Rent Receivable

We will pay in respect of rent receivable the difference between

1. The rent which would have been receivable in respect of The premises during the Indemnity Period but for the Damage
2. The amount of rent actually received during the same period

less any savings in charges or expenses of The Business , payable out of rent receivable, which reduce or cease due to the Damage.

If at the time of the Damage the Sum Insured by this item is less than the rent which , but for the Damage would have been receivable during the 12 months from the date of the Damage (proportionately increased where the Maximum Indemnity Period exceeds 12 months) , You will

1. be Your own insurer for the difference
2. bear a rateable share of the loss.

The maximum we will pay is the Sum Insured stated in the schedule.

[PL002_23] - Skateboard Parks

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim. You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified, or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

[PL003_23] - Injury to Participants Exclusion

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities on skateboard ramps, zip wires and/or BMX tracks, unless caused by defects in such structure

[PL004_23] - Playgrounds and Amusement Devices

1. If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must ensure that in connection with playground and amusement devices

- a. all equipment, devices and facilities, including sand pits and paddling pools
 - i. are manufactured and installed to the appropriate standard and maintained in good condition.
 - ii. are inspected, by a competent person, at least weekly and
 - all defects or risks to health or safety immediately rectified, or
 - the structure taken out of use
 - b. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
 - c. You will determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.
2. We will not provide indemnity in respect of the operation of mechanically powered passenger carrying amusement devices or inflatable devices.

[HAWKEYE_FLOOD_500] - Increased Flood Excess - Chapel at Rest, Newtown Lane, BH21 3EY

The Excess amount in respect of Damage to Property Insured caused by or resulting from storm or flood is increased to £500
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at or below ground level.

[HAWKEYE_FLOOD_500] - Increased Flood Excess - Council Office, Towers Way, BH21 3UA

The Excess amount in respect of Damage to Property Insured caused by or resulting from storm or flood is increased to £500
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at or below ground level.

[HAWKEYE_FLOOD_500] - Increased Flood Excess - Grounds Staff Building, Badbury View Road, BH21 3HU

The Excess amount in respect of Damage to Property Insured caused by or resulting from storm or flood is increased to £500
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at or below ground level.

[HAWKEYE_FLOOD_500] - Increased Flood Excess - Corfe Mullen Village Hall, Towers Way, BH21 3UA

The Excess amount in respect of Damage to Property Insured caused by or resulting from storm or flood is increased to £500
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at or below ground level.

[HAWKEYE_FLOOD_500] - Increased Flood Excess - Sports Pavilion, Badbury View Road, BH21 3HU

The Excess amount in respect of Damage to Property Insured caused by or resulting from storm or flood is increased to £500
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at or below ground level.

The Insured: Corfe Mullen Town Council
Policy No: 100723637BDN/LCO02755

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Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/114




Paper: G





Subject:	To Review and Note Annual Health & Safety Report 2024
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and consider items raised during the recent annual health & safety assessment and note actions taken.
Background:	The Council's Health & Safety consultant, Peninsula carried out an annual health & safety review of requirements and best practice in April 2024. The consultant visited each site to which the Council is responsible for and produced a report based on their findings in line with the Health & Safety at Work etc Act 1974.
Key Points:	<p>The report sets out recommendations and current level of compliance for each key area of the Council and level of Health and Safety management. The report provides a RAG status as follows:</p> <p>Red – 4 items requiring immediate and urgent action required. Amber – 45 items requiring further action to improve safety management. Green – 107 items deemed to be satisfactory with ongoing monitoring.</p> <p>The report provides an action plan which has been worked through by the Deputy Clerk(s) with the expectation that all staff embrace the changes implemented to bring the Council into full compliance.</p> <p>The red items requiring immediate urgent action are as follows:</p> <ul style="list-style-type: none"> • Ref: 3.7 - Fire evacuation drills. There have been no fire drills carried out. • Ref: 4.4 - The first aid arrangements have not been displayed. A first aid arrangements notice was not available. • Ref: 6.7 - Work at height - ladders and step ladders. Work at height tasks is not risk assessed. • Ref: 6.12 - Risk assessment findings. There is no evidence of risk assessment findings being shared with employees. <p>The Health & Safety Action Plan produced by Peninsula is shown in Appendix A with commentary confirming actions taken to ensure the Council remains compliant with Health & Safety legislation.</p> <p>The success of compliance of Health and Safety is the responsibility of all staff. Council should be clear that failure to adhere to satisfactory Health and Safety Standards is a disciplinary matter.</p>







Implications:	<p>Failure to comply with Health and Safety may leave the Council open to claims from both staff and members of the public, along with potential fines from Health & Safety Executive (HSE).</p> <p>Cost implications in terms of training, purchasing of equipment and uniform/PPE requirements for compliance of Health and Safety.</p>
Recommendation:	To NOTE report.





Health & Safety Action Plan




Main person seen:	Catherine Horsley
Person seen:	Rachel Virrill
Appointment date:	11 April 2024
Areas visited:	Sports Pavillion & grounds, meeting rooms, kitchen, changing rooms, store rooms, car park, grounds staff office, stores, welfare area, workshop.
Areas not visited:	Loft spaces.
Address:	3. Corfe Mullen Recreation Ground & Wheel Park, Badbury View Road, Wimborne, Dorset, BH21 3HU

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.12	Risk assessment findings. There is no evidence of risk assessment findings being shared with employees.	You should explain the findings of the risk assessments to all employees who are identified to be at risk in the tasks assessed. Keep a record that this has been done.	1-10	Six weeks		Daryl Pearce	16.09.24
1.6	Health, safety and welfare information for employees. There was limited evidence to indicate that employees have been provided with adequate information in relation to health, safety and welfare.	Information, in a suitable format, should be provided to employees in regard to health, safety and welfare at work to include their responsibilities and relevant safety rules. This would normally be an Employee Safety Handbook or other similar document. Employees should confirm receipt and understanding of the content. These are contained within the BrightSafe system.	1-23	Six weeks		Rachel Virrill Daryl Pearce	13.05.24 16.09.24
1.7	Hazard reporting. Hazard reporting is currently verbal and not documented.	Where hazard reporting is verbal ensure that supervisors and managers record the details on behalf of the employee so that the issue can be investigated and the appropriate action taken.	1-6	Six weeks		Rachel Virrill	13.05.24

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.10	Driving licence validity. Workers driving licences have been checked in the past, however it has been over a year since the last checks took place.	To help effectively manage your road risk, ensure that the validity of worker's driving licences are checked on at least an annual basis. With your employees' cooperation this can be done by visiting either the DVLA website - www.gov.uk/view-driving-licence or the DVA website https://www.nidirect.gov.uk/services/view-or-share-your-driving-licence-information . You will need them to obtain a 21 day access code which will allow you to see their personal data. It is an offence to obtain this personal information without their permission.	1-7	Six weeks		Rachel Virrill	18.06.24
1.12	Health and safety consultation. Staff meeting are taking place but records are not being maintained.	Employees should be consulted on health and safety at work issues. This can be achieved at meetings with one or more elected representatives or any other using suitable means, such as workforce meetings, toolbox talks, employee quality circles or directly with each employee on a one-to-one basis. You can choose whatever means suits you and your employee's best. Always keep a record of the meeting and the issues discussed.	1-5	Six weeks		Daryl Pearce	16.09.24
2.20	Work at height equipment. No evidence was available to indicate that the access equipment is subject to an inspection regime. Please refer to image(s) under item 2.20 in the Photographs section.	Users should understand the current condition of access equipment and a suitable checking scheme (with records being available) should be in place. Each item of access equipment should be given an individual reference number. Ensure that all equipment used for work at height is subject to a pre-use visual check regarding fitness for purpose e.g. feet, locking mechanisms, condition of uprights and treads.	4-21	Six weeks		Daryl Pearce	16.09.24
3.4	Fire alarm and/or automatic fire detection system testing The call points are being tested however, not on a regular weekly basis	Fire alarm systems must be tested on a weekly basis as a minimum. These tests should be recorded and filed accordingly.	2-1	Six weeks		Daryl Pearce	Procedure In Place

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
3.5	Fire alarm and/or automatic fire detection system maintenance The fire alarm and / or automatic fire detection system 6 monthly servicing is overdue.	Six-monthly servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems. This task is normally fulfilled by entering into a service contract with a specialist fire alarm company. Once conducted, keep and file the servicing documentation.	2-1	Six weeks		Rachel Virrill	29.04.24
3.8	Maintenance of emergency lighting. Records show that emergency lighting checks were not undertaken regularly on a monthly basis.	Ensure that emergency lighting is subject to a servicing / maintenance / testing regime. All records of servicing (annually) and testing (monthly) should be retained and filed accordingly.	2-1	Six weeks		Rachel Virrill	13.05.24
3.13	Fire evacuation drills. Fire drills are conducted however, it has been over 6 months since the last drill.	Fire drills should be held at regular intervals, preferably twice per year. Whenever a fire drill is conducted it should be documented and kept in your fire safety record book.	2-1	Six weeks		Rachel Virrill	13.05.24
4.1	Health and safety induction training. Induction training has not been carried out for all employees.	Make sure all your workers receive induction training; a useful induction training template is in your on line system. In addition to the basic induction make sure that the induction programme covers specific health and safety issues relevant to the employee's job and worksite. Keep records of training given.	1-14	Six weeks		Daryl Pearce	16.09.24
7.5	Disposal of hazardous and non hazardous waste There is no suitable arrangement in place for the business hazardous and non-hazardous waste.	You should engage the services of a licensed waste carrier to remove all of your hazardous and non-hazardous waste from the premises. Ensure that the waste transfer notice is retained on file for two years as your local Council enforcement officer or the Environment Agency could ask for the documentation. As discussed, please contact Dorset Waste Partnership (DWP) for further advice.	3-6	Six weeks		Rachel Virrill	DWP will be contacted as and when hazardous waste needs to be disposed of.
1.8	Contractor competence and monitoring. No annual review of documentation has been completed for the contractors assessed to work on the site / for the business.	Ensure an annual review is completed for all contractors still retained and obtain up to date copies of their insurance certificates.	7-2	Three months		Rachel Virrill	Procedure In Place

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.11	Accident recording, reporting and investigation. An accident reporting procedure is in place however there is no evidence of an accident investigation procedure.	Implement an accident investigation procedure. The findings of an accident investigation should form the basis of an action plan to prevent similar accidents or incidents happening again and for improving your overall risk management.	1-3, 1-4	Three months		Rachel Virrill	New Procedure in Place and Toolbox Training for Grounds Team.
3.26	Fire training. Not all employees have been trained in basic fire awareness.	All employees should receive basic fire awareness training.	2-1	Three months		Rachel Virrill	Training booked for 16.10.24
4.5	First aid provision. Only two Emergency First Aiders (EFA) which includes one office-based. I would strongly advise that all of the Grounds Maintenance staff attend the First Aid at Work (usually 3 days) course due to the higher risks associated with their role.	Organise or deliver refresher training for first aid-trained workers whose qualifications have lapsed. Peninsula can provide a variety of first aid courses including Emergency First Aid at Work, First Aid at Work and requalification. All courses can be conducted on your work premises, please contact the Advice Service for further information or to book a course. Also, consider more robust kits such as serious truma kits.	3-1	Three months		Daryl Pearce	Awaiting confirmation of training dates from provider
4.8	Violence and aggression. You have not assessed the risks to your workforce from violent and aggressive behaviour by visitors and others.	Formally assess and record the hazards and risks your workforce form violent and aggressive behavior by visitors and others. Identify the places or interactions where the risk is greatest and introduce protective measures such as wide counters, CCTV, screens and personal alarms. Prepare a written procedure for dealing with incidents and ensure that all relevant staff are briefed; keep records of briefings. Train staff to recognise the early signs of aggressive behaviour and to avoid confrontation and conflict. All incidents should be recorded, investigated by managers and the precautions reassessed.	5-19	Three months		Daryl Pearce	16.09.24




Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
4.9	Substance and alcohol abuse. There are informal arrangements to manage substance or alcohol abuse.	Create a policy that describes how your business will manage substance or alcohol abuse. It should include that you encourage workers to seek help from their GP or a specialist. It should also explain what work activities you will not allow them to do because it exposes them or others to unacceptable risk. It should also consider disciplinary action as a last resort. This is because a court may find a dismissal unfair if an employer has made no attempt to help a worker whose work problems are related to drugs or alcohol. Share the policy with all staff. I will email you an example template as discussed.	1-8	Three months		Daryl Pearce	16.09.2024
6.1	Risk assessment of general work tasks. General task-based risk assessments were completed some time ago but have not recently been reviewed.	Risk assessments should be reviewed at least on an annual basis and also when significant changes are made to the working process, premises or plant.	1-10	Three months		Daryl Pearce	August 2024
6.7	Work at Height - ladders & step ladders. The risk assessment does not consider all of the following - planning of the work activities, the type and suitability of equipment used in relation to the duration of the work, the need for use of working platforms, site conditions, traffic and pedestrian routing, the need for fall arrest equipment with recovery plans, necessary warning signs and the need for relevant instruction or training.	Review the risk assessments for work at height tasks ensuring that they consider all of the following - planning of the work activities, the type and suitability of equipment used in relation to the duration of the work, the need for use of working platforms, site conditions, traffic and pedestrian routing, the need for fall / arrest equipment with recovery plans, necessary warning signs and the need for relevant instruction or training. Each work activity should be planned separately.	4-20	Three months		Daryl Pearce	16.09.24

Health & Safety Site Compliance Review

Details







Main Person seen:	Catherine Horsley
Person seen:	Rachel Virrill
Appointment date:	11 April 2024
Areas visited:	Sports Pavillion & grounds, meeting rooms, kitchen, changing rooms, store rooms, car park, grounds staff office, stores, welfare area, workshop.
Areas not visited:	Loft spaces.
Address:	3. Corfe Mullen Recreation Ground & Wheel Park, Badbury View Road, Wimborne, Dorset, BH21 3HU

Summary of Findings










1		Immediate and urgent action required. Detailed plan on the Action Plan.
19		Further action is required to improve safety management. Detailed on the Action Plan.
63		Satisfactory, monitor and review on an on-going basis.






Specific details of the areas, daily practices, and safety arrangements considered by me are to be found on the following pages.

Overview Of Areas Relating To Documentation









Ref.	Documentation	Status	Supporting evidence - Action required
1.1	Is there an up to date health and safety policy recently signed and dated by the most senior manager?		There is a current health and safety policy that has been signed and dated by the person with overall responsibility for health and safety. Documentary Evidence Seen - 11 April 2025 Please refer to image(s) under item 1.1 in the Photographs section.
1.2	Is Employers' Liability Insurance in place; is the Certificate accessible to employees or displayed in a suitable place?		An Employers Liability Insurance policy is in place and the Certificate is prominently displayed at your premises. Documentary Evidence Seen - 08 January 2025 Please refer to image(s) under item 1.2 in the Photographs section.
1.3	Is a copy of the Health and Safety 'What you need to Know' poster on display?		The Health and Safety poster "What You Need to Know" is prominently displayed within the premises where employees have access to the information. Please refer to image(s) under item 1.3 in the Photographs section.
1.4	Is there a suitable system to monitor the actions of employees with assigned health and safety responsibilities?		A paper-based management monitoring system to ensure ongoing health and safety compliance across all areas of the business is in place and operating successfully.
1.5	Is the management process clear if actions are required by Enforcing Authorities?		A clear management process is in place and there are currently no formal actions open in connection with this site.
1.9	Do employees who use their own vehicles for work purposes have adequate business insurance cover, and if applicable a current vehicle examination certificate?		All road vehicle user's business insurance, vehicle examination and tax details are checked on an annual basis.




Overview Of Areas Relating To Equipment

Ref.	Equipment	Status	Supporting evidence - Action required
2.1	Is all work equipment and machinery fit for purpose and maintenance records available?		From visual observation only, work equipment appeared to be suitable by design and in a reasonably well-maintained condition. Please add the service schedules onto the system as discussed. Please refer to image(s) under item 2.1 in the Photographs section.
2.2	Are there arrangements to purchase new machinery and equipment that is safe and without risks to health?		It is business policy to purchase only machinery that carries an appropriate CE, UKNI or UKCA mark and has a full technical file.
2.3	Is all work equipment and machinery suitably and sufficiently guarded with planned checks in place to ensure safe working?		Machinery guarding systems appear suitable and the systems are subject to a documented inspection regime. Please refer to image(s) under item 2.3 in the Photographs section.
2.5	Are abrasive wheel machines suitably situated and maintained in a safe condition with adequate guarding, signs? Are operators trained?		Abrasive wheels are maintained with appropriate guarding, signs displayed and evidence of suitable training.
2.6	Are there suitable arrangements to ensure that hand tools are used, maintained and stored safely?		Suitable arrangements are in place with dedicated storage facilities provided. Please refer to image(s) under item 2.6 in the Photographs section.
2.7	Have arrangements been made to ensure that road going machines and vehicles are properly serviced and maintained and receive daily pre-use checks by the operator?		Works vehicles are suitably maintained in accordance with the manufacturer's / suppliers recommendations and requirements.
2.9	Is there suitable roll over protection (ROPs) fitted to mobile machinery where required?		All powered self powered machines have rollover protection and have seatbelts fitted to all seats, including those used by passengers. Please refer to image(s) under item 2.9 in the Photographs section.
2.10	Are the safe working loads for lifting and towing clearly displayed on vehicles where required? Are they understood by operators?		Lifting and towing weights for all vehicles are clearly identified, fully understood and explained to all workers. The three staff members in this area have had trailer training and one holds full HGV (Class 2).
2.11	Is there suitable access to all work equipment such as tractors, combined harvesters, trailers and other large items?		There are suitable access steps and hand holds facing inwards to ensure maximum grip. The access steps seen were in good condition and suitably clean to prevent a slip which may lead to a fall.







Ref.	Equipment	Status	Supporting evidence - Action required
2.18	Are roller and concertina shutter doors doors maintained?		<p>Annual servicing and maintenance documentation was available for the Roller / concertina shutter doors. I was informed that tshutter was services in March 2024 - awaiting certification record.</p> <p>Please refer to image(s) under item 2.18 in the Photographs section.</p>
2.19	Has portable electrical equipment been subject to a periodic inspection and testing?		<p>Portable electrical appliances are tested for electrical safety within suitable timescales. Completed March 2024</p> <p>Please refer to image(s) under item 2.19 in the Photographs section.</p>
2.21	Is office equipment suitable, maintained and fit for purpose?		<p>Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment appears to be satisfactory.</p>
2.22	When one or more people are carrying out a task are there safe working protocols and effective communication between all parties?		<p>The risks have been assessed and a formal protocol has been developed. There are suitable means of communication between all parties engaged on the same task. The council has recently purchased lone worker - People safe personnel devices. Planned to be operational by May 2024.</p> <p>Please refer to image(s) under item 2.22 in the Photographs section.</p>
2.23	Are power supplies to portable electrical equipment maintained? Is the use of extension leads controlled?		<p>The use of extension leads is minimal. Those seen were suitable for their application and in good condition.</p>

Overview Of Areas Relating To Fire










Ref.	Fire	Status	Supporting evidence - Action required
3.1	Has a competent person completed or reviewed a suitable risk to life fire risk assessment?		<p>A Fire Risk Assessment has been completed by an external competent body. The assessment clearly identified potential fire hazards, people at significant risk the fire safety measures in place, such as how ignition and fuel sources are controlled, fire detection and warning, means of escape, fire fighting equipment, maintenance and testing of fire precautions along with fire safety training of employees.</p> <p>Please refer to image(s) under item 3.1 in the Photographs section.</p>
3.2	Have all significant findings from the risk to life fire risk assessment been resolved satisfactorily?		All identified significant findings highlighted by the fire risk assessment have been resolved.
3.3	Is there a fire and emergency evacuation procedure with a building plan?		<p>There is an up to date written fire and emergency evacuation procedure in place along with a plan identifying final exits escape route and equipment.</p> <p>Please refer to image(s) under item 3.3 in the Photographs section.</p>
3.6	Are all the fire alarm operating points easily accessible?		<p>Automatic fire alarm operating points are all easily accessible throughout the building.</p> <p>Please refer to image(s) under item 3.6 in the Photographs section.</p>
3.10	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		All fire exit points and routes are readily accessible.
3.11	Are suitable fire exit signs and evacuation instruction on display in appropriate places on fire exit routes?		<p>Suitable fire exit signs are in place.</p> <p>Please refer to image(s) under item 3.11 in the Photographs section.</p>
3.12	Are fire assembly point(s) clearly indicated and in suitable locations?		The fire assembly point is clearly identified via an assembly point sign or fire action notices within the premises.
3.15	Is suitable fire fighting equipment provided and serviced at least every 12 months? (fire extinguishers; hose reels; fire blankets etc.). Are fire extinguisher identification signs adjacent to extinguishers?		<p>Fire fighting equipment is subject to periodic checks and annual maintenance by a recognised fire safety engineer. Suitable fire extinguisher identification signs are displayed adjacent to the extinguishers.</p> <p>Documentary Evidence Seen - 31 October 2024 Please refer to image(s) under item 3.15 in the Photographs section.</p>






Ref.	Fire	Status	Supporting evidence - Action required
3.16	Are fire doors suitable and sufficient?		All fire doors that were observed appear to close fully with door intumescent strips/ smoke seals in place. There are no gaps and door closures are in good working order.
3.17	Are there adequate arrangements to safely store and handle flammables, including fertilisers?		Flammable substances are stored in a dedicated secure location away from direct sunlight and sources of ignition.
3.25	Is all upholstered furniture in good condition?		All upholstered furniture is in good condition with no damage or wear.

Overview Of Areas Relating To People




Ref.	People	Status	Supporting evidence - Action required
4.2	Are workers trained in general and job specific health and safety with suitable records kept? Does this include Vocational Qualifications (VQs) for agriculture and horticulture?		All workers undergo training and instruction which includes job specific health and safety and emergency evacuation. Workers have been trained in vocational qualifications such as brushcutters & trimmers, abrasive wheels, ride on mowers etc. Please refer to image(s) under item 4.2 in the Photographs section.
4.10	Are there suitable arrangements to manage workers who work alone?		The business has a suitable policy and procedures for its lone working staff who have received training and records are kept.
4.11	Are workers fully trained in the use of each piece of equipment that they use, including how to carry out maintenance activities such as clearing blockages?		Workers are aware of the requirements of all the machinery that they are using as part of their normal working duties with records maintained.
4.12	Are all workers who use All Terrain Vehicles (ATVs) such as quad bikes suitably trained with refresher training undertaken?		All workers who use ATVs are suitably trained. Their training records were available.
4.15	Are all workers who use professional pesticides and chemicals on the land suitably trained?		All workers who use pesticides and chemicals on the land are suitably competent and trained to PA1 – Safe Use of Pesticides Foundation as a minimum with records maintained
4.18	Is there adequate provision of Personal Protective Equipment (PPE) with suitable storage?		There is a suitable supply and storage area for PPE . A signature is obtained for acceptance of PPE. Please refer to image(s) under item 4.18 in the Photographs section.

Overview Of Areas Relating To Premises



Ref.	Premises	Status	Supporting evidence - Action required
5.1	Has the presence or absence of asbestos containing materials (ACMs) in the fabric of the premises been identified?		No asbestos containing materials are present, as far as is known, the building was built post 2000.
5.6	Are pressure, gas and other service pipes clearly identified?		Service pipes are suitably identified and clearly labelled. Please refer to image(s) under item 5.6 in the Photographs section.
5.7	Have fixed hard-wired electrical circuits been subject to periodic inspection within recommended timescales?		The hard wired electrical system test and inspection has been conducted by a suitably qualified electrical engineer within the prescribed timescale. The periodic Electrical Installation Condition Report shows the condition of the installation as "satisfactory" with no remedial work required. Documentary Evidence Seen - 02 February 2027 Please refer to image(s) under item 5.7 in the Photographs section.
5.13	Are adequate safety signs clearly displayed?		Suitable safety signs are in place and clearly visible.
5.17	Are there suitable procedures for clearing up spills?		Spillage procedures are in place. Please refer to image(s) under item 5.17 in the Photographs section.
5.18	Is housekeeping in all work areas to a good standard?		Housekeeping was to an acceptable standard on the day of the visit.
5.19	Are slip, trip and fall hazards (e.g. spillages, cables and stock) avoided with arrangements in place to keep floors free from such hazards?		At the time of the visit floors and walkways were observed to be well maintained and free from slip, trip and fall hazards. Please refer to image(s) under item 5.19 in the Photographs section.
5.20	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		Welfare, washing and toilet facilities observed to be adequate and well maintained in clean condition at the time of the visit.
5.21	Is there adequate workspace for the work activities taking place?		Workspace was observed to be adequate at the time of the visit
5.22	Is suitable lighting available in all work areas?		There is suitable lighting in all working areas. This is in the form of fixed lighting wherever possible. Portable lighting is used when fixed lighting is not available.
5.23	Are there suitable arrangements to keep residents, visitors and members of the public, including vulnerable adults and children away from working areas?		There is suitable segregation of working areas from areas where visitors, residents and/or members of the public may access. Areas are suitably signed and fenced where applicable.

Ref.	Premises	Status	Supporting evidence - Action required
5.24	Is fencing in and around the premises, particularly in play areas, properly maintained and in good condition? Where palisade fencing is used is the gap between uprights such that children and others cannot be trapped by the neck?		Fencing is in good condition. No palisade fences were seen.
5.26	Are air temperatures kept at reasonable levels?		Air temperatures were reasonable at the time of the visit.
5.28	Is the building in good condition?		The building appeared to be in a reasonably well maintained condition at the time of the visit. Please refer to image(s) under item 5.28 in the Photographs section.
5.29	Are external areas well maintained and suitable for the work activities taking place?		External areas were well lit, suitably maintained and level.
5.32	Has a suitable risk assessment for exposure to radon gas been completed and action taken where necessary?		According to the UK Health Security Agency radon map your premises, which do not have a basement, are in a low risk (<1-3%) area.






Overview Of Areas Relating To Risk Assessments

Ref.	Risk Assessments	Status	Supporting evidence - Action required
6.4	Do risk assessments give suitable consideration to the exposure to both hot and cold weather conditions?		Risk assessments consider the exposure of staff to both hot and cold weather conditions, ensuring that they have sunscreen or suitably thermal clothing where required.
6.9	Is suitable documentation (including specialist risk assessment) in place relating to the prevention of Legionellosis?		A legionella survey and assessment has been conducted by an external organisation. Subsequently a legionella management plan has been prepared and implemented. Please refer to image(s) under item 6.9 in the Photographs section.
6.10	Is workplace noise subject to risk assessment and, wherever possible, eliminated or reduced or controlled at source?		A noise survey has been carried out by an external company and the details used to carry out the noise assessment. The assessment clearly identified the level of control required which has since been implemented.

Overview Of Areas Relating To Safety Arrangements




Ref.	Safety Arrangements	Status	Supporting evidence - Action required
7.4	Are there arrangements to ensure that vehicle manoeuvring activities are controlled, so far as is reasonably practicable, to protect employees and that there are arrangements for pedestrian and vehicle segregation?		Suitable arrangements are in place to ensure that vehicle manoeuvring activities are segregated and controlled so far as is reasonably practicable to protect employees and visitors to the premises.
7.8	Are suitable arrangements in place for lone working employees?		Lone working has been considered and suitable protocols and arrangements are in place including mobile communication equipment and routine contacts.







Overview Of Areas Relating To Occupational Health







Ref.	Occupational Health	Status	Supporting evidence - Action required
8.5	Is suitable ventilation provided to ensure that fresh air is available and reduce risks of transmission of societal illnesses such as winter flu virus, Covid and similar?		At these small premises natural ventilation is sufficient for the number of people present.
8.6	Have arrangements been made to reduce exposure to hand arm vibration (HAV) to acceptable levels and to provide occupational health surveillance of workers exposed to hand arm vibration in the course of work?		Workers are not exposed to hand arm vibrations from work equipment.
8.7	Have arrangements been made to reduce exposure to noise to acceptable levels and to provide occupational health surveillance of workers exposed in the course of their work?		Workers have been instructed about the risk to their health from exposure to high noise levels. Measures have been taken to minimise exposure by silencing machinery and equipment, noise controls and the provision of hearing protectors. A noise "map" is on file and occupational health surveillance and audiometry is carried out annually by an external occupational health service.
8.8	Has action been taken to identify, manage and control the risk to workers from occupational asthma, and provide occupational health surveillance?		Occupational asthmagens have been identified. The hazards and risks from their use have been assessed. Elimination and substitution have been practiced where possible. Engineering controls are in place to reduce exposures and employees are subject to routine occupational health surveillance.
8.9	Are the hazard and risks from occupational dermatitis recognised and effectively controlled? Is health surveillance routinely completed?		The health hazards of work-related dermatitis have been recognised. The hazards have been explained to employees and they have been instructed to avoid contact with and protect their skin when using substances known to cause dermatitis. Routine health surveillance to check for signs of itchy, dry or red skin is provided. Records seen.







Health & Safety Action Plan





Main person seen:	Catherine Horsley
Person seen:	Becky Callender
Appointment date:	10 April 2024
Areas visited:	Reception, Admin offices, toilets, kitchens, cleaning cupboards, storage rooms, main hall, side hall, carpark, boiler store
Areas not visited:	Loft areas
Address:	Council Office, Towers Way, Wimborne, BH21 3UA





Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
3.7	Fire evacuation drills. There has been no fire drills carried out.	Fire drills should be held at regular intervals, preferably twice per year. Whenever a fire drill is conducted it should be documented and kept in your fire safety record book.	2-1	Urgent action required		Rachel Virrill	Procedure in place
4.4	The first aid arrangements have not been displayed. A first aid arrangements notice was not available. Please refer to image(s) under item 4.4 in the Photographs section.	A first aid notice, form FFAN, is available for download from the documents section of your online system. Ensure that the notice is completed with the required information, displayed in the premises and that the arrangements are explained to all employees.	3-1	Urgent action required		Rachel Virrill	22/04/24
6.7	Work at height - ladders and step ladders. Work at height tasks are not risk assessed	Undertake suitable risk assessment in relation to work at height tasks. This should consider planning of the work activities, the type and suitability of equipment used in relation to the duration of the work, the need for use of working platforms, site conditions, traffic and pedestrian routing, the need for fall / arrest equipment with recovery plans and any necessary warnings / signage required and the need for relevant instruction or training. Each work activity should be planned separately.	4-20	Urgent action required		Rachel Virrill	22/04/24

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.1	Health and safety policy. While a suitable health and safety policy is in place, this has not been signed by the person responsible for health and safety.	The health and safety policy 'Statement of Intent' should be signed and dated by the overall responsible person for health and safety.	1-1	Six weeks		Rachel Virrill	11/04/24
1.3	Statutory Health and Safety poster. A copy of the Health and Safety 'What You Need To Know' poster is displayed however the responsible persons names have not been ammended. Please refer to image(s) under item 1.3 in the Photographs section.	Arrange for the names of the responsible persons to be added to the information boxes on the Health and Safety 'What You Need To Know' poster.	1-23	Six weeks		Rachel Virrill	13/05/24
1.5	Health, safety and welfare information for employees. Employee Safety Handbooks have been issued however, there is no evidence of a signature verifying their understanding and receipt of the booklet.	Ensure that evidence is available to indicate that employees have received adequate information about their health, safety and welfare whilst at work. Arrange for the confirmation of receipt forms to be signed by employees, returned and kept on file.	1-23	Six weeks		Rachel Virrill	13/05/24
1.7	Hazard reporting. Hazard reporting is currently verbal and not documented.	Where hazard reporting is verbal ensure that supervisors and managers record the details on behalf of the employee so that the issue can be investigated and the appropriate action taken.	1-6	Six weeks		Rachel Virrill	13/05/24
2.7	Work at height equipment. No evidence was available to indicate that the access equipment is subject to an inspection regime. Please refer to image(s) under item 2.7 in the Photographs section.	Users should understand the current condition of access equipment and a suitable checking scheme (with records being available) should be in place. Each item of access equipment should be given an individual reference number. Make sure that all equipment used for work at height is subject to a pre-use visual check regarding fitness for purpose e.g. feet, locking mechanisms, condition of uprights and treads. Form 'LIMR - Ladder Inspection and Maintenance Register' in your online system may be of assistance.	4-21	Six weeks		Daryl Pearce	16/09/24
3.3	Fire detection and alarm system testing. The call points are being tested however, not on a regular weekly basis.	Fire alarm systems must be tested on a weekly basis as a minimum. The tests should be formally recorded.	2-1	Six weeks		Rachel Virrill	Procedure in place

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
3.4	Fire detection and alarm system maintenance. The fire detection and alarm system six monthly servicing is overdue.	Make sure that all documents about the servicing of your fire alarm system are kept on file.	2-1	Six weeks		Rachel Virrill	29/04/24
3.6	Testing of emergency lighting. Records show that emergency lighting checks were not undertaken regularly on a monthly basis.	Emergency lighting should be subject to frequent, monthly, visual and activation checks performed by a nominated staff member. Tests should be recorded and details kept on file.	2-1	Six weeks		Rachel Virrill	10/05/24
3.12	Fire risk assessment. The fire risk assessments has not been reviewed in the last 12 months.	The fire risk assessment must be reviewed at least annually. It should include identifying potential fire hazards, fuel, ignition sources and people at significant risk.	2-1	Six weeks		Rachel Virrill	In Progress – to be completed by 31/10/2024
3.13	Significant findings from the premises fire risk assessment. There are actions outstanding from the identified significant findings in the fire risk assessment.	Make sure that you resolve any outstanding actions required by your fire risk assessment.	2-1	Six weeks		Rachel Virrill	In Progress – to be completed by 31/10/2024
3.24	Fire and Emergency Evacuation Procedure. A fire building plan is in place however it appears to be incorrect having the wrong information on it such as the fire assembly point. Please refer to image(s) under item 3.24 in the Photographs section.	Your fire building plan should be reviewed in conjunction with your written fire and emergency evacuation procedure to make sure that all the details are correct. It should include final exits, fire equipment, fire call point locations and evacuation routes.	2-1	Six weeks		Rachel Virrill	Amended, procedure in place.
3.26	Fire safety policy. The business has a fire policy in place, however, the policy has not been reviewed within the last 12 months.	The fire policy should be reviewed annually and updated as required, to make sure that it is still relevant to the organisation and premises. The policy should be communicated to all relevant persons. I will send you an example template as discussed.	2-1	Six weeks		Rachel Virrill	In Progress – to be completed by 31/10/2024

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
4.1	First aid provision. First aid certificates have lapsed and only 2 staff members are now trained.	Organise or deliver refresher training for first aid trained employees whose qualifications have lapsed. In addition, Peninsula can provide a variety of first aid courses including Emergency First Aid at Work, First Aid at Work, OFSTED Approved Paediatric First Aid and requalification. All courses can be conducted on your work premises. Please call the 24 Hour Advice Service for further information.	3-1	Six weeks		Rachel Virrill	Training booked.
4.3	Health and safety induction training. Induction training has not been carried out for all your employees.	Make sure that all your employees receive induction training. A copy of the induction training record can be found in your online system.	1-14	Six weeks		Rachel Virrill	13/05/24
6.6	Occupational driving risk assessment. The assessment has not been reviewed in more than 12 months.	The assessment in place should be reviewed at least annually or after change to driving operations.	4-31	Six weeks		Rachel Virrill	13/05/24
1.4	Monitoring of health and safety actions. The management monitoring system is not fully implemented.	Implement the use of the periodic and annual checklists produced as part of your safety management system.	1-1	Three months		Rachel Virrill	Checklist in place.
1.8	Contractor competence and monitoring. Limited evidence was available to indicate that the contractors employed by the business have been assessed.	Records should be requested and retained to provide evidence of the assessment of contractor suitability with regard to safety, such records may include (dependent upon the level of risk); completion of statutory health and safety documentation (policy statement etc.), testing schedules of work equipment, relevant risk assessments, method statements / safe systems of work, accident reporting procedures and insurance certificates relevant to the contractor's undertaking.	7-2	Three months		Rachel Virrill	Procedure in place
1.11	Health and safety consultation. Staff meetings are taking place but records are not being maintained.	Make sure that any consultation with employees is suitably documented and filed.	1-5	Three months		Rachel Virrill	New procedure in place

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.12	Driving licence checks. Employees driving licences have been checked in the past, however it has been over a year since the last checks took place.	To help effectively manage your road risk, make sure that the validity of employee's driving licences are checked on at least an annual basis. With your employees' cooperation this can be done by visiting either the DVLA website - www.gov.uk/view-driving-licence or the DVA website https://www.nidirect.gov.uk/services/view-or-share-your-driving-licence-information . You will need them to obtain a 21 day access code which will allow you to see their personal data. It is an offence to obtain this personal information without their permission.	1-7	Three months		Rachel Virrill	Completed for Grounds Team. Need to follow up with office team.
4.9	Substance and alcohol abuse. There are informal arrangements to manage substance or alcohol abuse.	Create a policy that describes how your business will manage substance or alcohol abuse. It should include that you encourage employees to seek help from their GP or a specialist. It should also explain what work activities you will not allow them to do because it exposes them or others to unacceptable risk. It should also consider disciplinary action as a last resort. This is because a court may find a dismissal unfair if an employer has made no attempt to help an employee whose work problems are related to drugs or alcohol. Share the policy with all staff. I will send you an example template as discussed.	1-8	Three months		Daryl Pearce	16/09/24
5.10	Maintenance of air conditioning units. There was no evidence to show that the air conditioning units are serviced and maintained.	Ensure air conditioning units are serviced in accordance with the maker's operating instructions. Keep service records on file.		Three months		Rachel Virrill	16/08/24
6.1	Risk assessment of general work tasks. General task-based risk assessments have been conducted, however these have not been reviewed recently.	Risk assessments should be reviewed at least on an annual basis. If there has been any significant changes to the working process then the assessment should be reviewed before.	1-10	Three months		Rachel Virrill	Ongoing




Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.2	Risk assessment of display screen equipment use. All DSE equipment appeared to be compliant but assessments had not been carried out.	Assessments should be carried out by each relevant member of staff, using the display screen equipment self-assessment questionnaire available that can be found in your online system. The completed questionnaires should be reviewed and any identified issues should be addressed as necessary. The assessments should be reviewed at least annually or whenever significant changes to a workstation are made.	5-11	Three months		Rachel Virrill	02/05/24
6.4	Risk assessment of manual handling activities. The manual handling assessments have not been reviewed in more than 12 months.	Manual handling risk assessments should be reviewed at least annually or when any new practices are introduced.	5-9	Three months		Rachel Virrill	02/05/24
6.5	Lone working. The risk assessment for working alone has not been explained to staff.	You should explain the findings of the lone working risk assessment to all employees who are identified to be at risk. Keep records.	1-13	Three months		Rachel Virrill	19/06/24
6.12	Risk assessment findings. There is very little evidence of the risk assessment findings being explained to employees.	You should explain the findings of the risk assessments to all employees who are identified to be at risk in the tasks assessed. Verification of the explanation should be documented and kept.	1-10	Three months		Rachel Virrill	Ongoing

Health & Safety Site Compliance Review

Details





Main Person seen:	Catherine Horsley
Person seen:	Becky Callender
Appointment date:	10 April 2024
Areas visited:	Reception, Admin offices, toilets, kitchens, cleaning cupboards, storage rooms, main hall, side hall, carpark, boiler store
Areas not visited:	Loft areas
Address:	Council Office, Towers Way, Wimborne, BH21 3UA

Summary of Findings






3		Immediate and urgent action required. Detailed plan on the Action Plan.
26		Further action is required to improve safety management. Detailed on the Action Plan.
44		Satisfactory, monitor and review on an on-going basis.

Specific details of the areas, daily practices, and safety arrangements considered by me are to be found on the following pages.









Overview Of Areas Relating To Documentation




Ref.	Documentation	Status	Supporting evidence - Action required
1.2	Is a current copy of the Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		The Employers' Liability Insurance Certificate is in date and prominently displayed within the premises. Documentary Evidence Seen - 30 September 2024 Please refer to image(s) under item 1.2 in the Photographs section.
1.6	Is the management process clear if actions are required by Enforcing Authorities?		A clear management process is in place and there are currently no formal actions open in connection with this site.
1.9	Do employees who use their private vehicles for business purposes have adequate business use insurance cover, and where applicable a current vehicle examination certificate?		All road vehicle user's business insurance, vehicle examination and tax details are checked on an annual basis.
1.10	Are there suitable accident and incident recording, reporting and investigation arrangements that are data protection compliant?		Accidents are reported and recorded using a Data Protection compliant accident reporting system and accident investigations are completed as required to identify root causes and prevent similar occurrences. Please refer to image(s) under item 1.10 in the Photographs section.

Overview Of Areas Relating To Equipment





Ref.	Equipment	Status	Supporting evidence - Action required
2.1	Are power supplies to portable electrical equipment maintained? Is the use of extension leads controlled?		The use of extension leads is minimal. Those seen were suitable for their application and in good condition.
2.2	Is all work equipment fit for purpose and maintenance records available?		From a visual observation only, work equipment appeared to be suitable by design and in a reasonably well-maintained condition. Please refer to image(s) under item 2.2 in the Photographs section.
2.3	Are there arrangements to purchase new machinery and equipment that is safe and without risks to health?		It is business policy to purchase only machinery that carries an appropriate CE, UKNI or UKCA mark and has a full technical file.
2.6	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable electrical appliances are tested for electrical safety within suitable timescales. This was recently conducted and is due in March 2025. Please refer to image(s) under item 2.6 in the Photographs section.
2.8	Is office equipment suitable, maintained and fit for purpose?		Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment such as printers, shredders and laminators appears to be satisfactory. Please refer to image(s) under item 2.8 in the Photographs section.

Overview Of Areas Relating To Fire








Ref.	Fire	Status	Supporting evidence - Action required
3.5	Are emergency lighting units subject to a suitable servicing regime?		Emergency lighting is serviced at the required intervals with records kept. Documentary Evidence Seen - 01 October 2025
3.8	Are fire assembly point(s) clearly indicated and in suitable locations?		The fire assembly point is clearly identified via an assembly point sign or fire action notices within the premises. The main assembly point is located at the main car park to the left side of the main entrance. Please refer to image(s) under item 3.8 in the Photographs section.
3.9	Are adequate arrangements in place to store and handle flammables?		Flammable substances are stored in a dedicated secure location away from direct sunlight and sources of ignition. Please refer to image(s) under item 3.9 in the Photographs section.
3.10	Are all the fire alarm operating points easily accessible?		Automatic fire alarm operating points are all easily accessible throughout the building. Please refer to image(s) under item 3.10 in the Photographs section.
3.14	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		All fire exit points and routes are readily accessible. Please refer to image(s) under item 3.14 in the Photographs section.
3.15	Has suitable fire fighting equipment been provided and is it serviced annually? Are fire extinguisher identification signs adjacent to extinguishers?		Fire fighting equipment is subject to periodic checks and annual maintenance by a recognised fire safety contractor. Suitable fire extinguisher identification signs are displayed adjacent to the extinguishers. Documentary Evidence Seen - 01 October 2024 Please refer to image(s) under item 3.15 in the Photographs section.
3.18	Are suitable fire exit signs and evacuation instructions displayed appropriately on fire exit routes?		Suitable fire exit signs are in place. Please refer to image(s) under item 3.18 in the Photographs section.
3.19	Are there any areas that are compromised due to poor fire compartmentation?		General fire compartmentation and fire stopping appear to be to a good standard.








Ref.	Fire	Status	Supporting evidence - Action required
3.20	Are fire doors suitable and sufficient?		<p>All fire doors appear to close fully with intumescent strips / smoke seals in place. There are no gaps and door closures are in good working order.</p> <p>Please refer to image(s) under item 3.20 in the Photographs section.</p>
3.21	Is there a fire safety training programme for employees?		<p>All employees have been trained in fire awareness and there is an adequate number of designated fire wardens with a rolling training programme in place. All members of staff completed a Fire Marshal training course 10th May 2023.</p> <p>Documentary Evidence Seen - 10 May 2026 Please refer to image(s) under item 3.21 in the Photographs section.</p>
3.22	Is all upholstered furniture in good condition?		<p>All upholstered furniture is in good condition with no damage or wear.</p> <p>Please refer to image(s) under item 3.22 in the Photographs section.</p>

Overview Of Areas Relating To People



Ref.	People	Status	Supporting evidence - Action required
4.6	Are arrangements for persons with disabilities adequate?		Arrangements for persons with disabilities are adequate. Please ensure that the emergency “pull cords” are allowed to reach the length of the cord and not tied up.
4.8	Have the risks of violence and aggression towards staff by visitors and clients been assessed? Are there suitable arrangements for managing the risk?		The hazards and risks to the workforce have been recognised and assessed. The assessment has identified hot spots where the risk is greatest and protective measures such as wide counters, CCTV, screens and panic alarms are in place. A formal procedure has been prepared and staff have been trained (training is recorded) to deal with such situations and to avoid confrontation and conflict. All incidents are recorded, investigated by managers and the precautions reassessed.
4.10	Are employees trained in general and job specific health and safety with suitable records maintained?		All employees undergo training and instruction which includes job specific health and safety and emergency evacuation. Please refer to image(s) under item 4.10 in the Photographs section.
4.11	Is there adequate provision of Personal Protective Equipment (PPE) with suitable storage?		PPE provision and storage is satisfactory with clear confirmation of PPE receipt. Please refer to image(s) under item 4.11 in the Photographs section.

Overview Of Areas Relating To Premises


Ref.	Premises	Status	Supporting evidence - Action required
5.1	Has a suitable risk assessment for exposure to radon gas been completed and action taken where necessary?		According to the UK Health Security Agency radon map your premises, which do not have a basement, are in a low risk (1-3%) area.
5.2	Has the presence or absence of asbestos containing materials (ACMs) in the fabric of the premises been identified?		The asbestos survey dated 24.7.2022 conducted by Stacey Bewick of Asbestos Consultancy Ltd, 4 Oak Close, Wimborne, Dorset. identified asbestos containing materials (ACM) as present. I was informed that these have since been removed by a contractor by records were unavailable during the visit. Please refer to image(s) under item 5.2 in the Photographs section.
5.6	Have fixed hard-wired electrical circuits been subject to periodic inspection within recommended timescales?		The hard-wired electrical system test and inspection has been conducted by a suitably qualified electrical engineer within the prescribed timescale. The latest Electrical Installation Condition Report dated shows the condition of the installation as 'satisfactory', with no remedial work required. Documentary Evidence Seen - 15 February 2026 Please refer to image(s) under item 5.6 in the Photographs section.
5.7	Has mains gas equipment been subject to inspection by a suitably qualified Gas Safe registered engineer within the last 12 months with a Certificate of Gas Safety issued?		Mains gas appliances have been tested and inspected by a suitably qualified Gas Safe registered engineer with a Certificate of Gas Safety issued in the last year. Documentary Evidence Seen - 19 September 2024 Please refer to image(s) under item 5.7 in the Photographs section.
5.9	Are adequate safety signs in place and clearly displayed?		Suitable safety signs (consultant to add details of example safety signage displayed) are in place and clearly displayed. Please refer to image(s) under item 5.9 in the Photographs section.
5.12	Is housekeeping in all work areas to a good standard?		Housekeeping was to an acceptable standard. Please refer to image(s) under item 5.12 in the Photographs section.
5.13	Are suitable spillage procedures in place?		Spillage procedures are in place. Mops, buckets and basic spill control are available. Please refer to image(s) under item 5.13 in the Photographs section.

Ref.	Premises	Status	Supporting evidence - Action required
5.15	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		The welfare, washing and toilet facilities observed were adequate and well maintained in clean condition at the time of the visit. Please refer to image(s) under item 5.15 in the Photographs section.
5.18	Are pressure, gas and other service pipes clearly and conspicuously labelled regarding the service provided?		Service pipes are suitably identified and clearly labelled. Please refer to image(s) under item 5.18 in the Photographs section.
5.19	Is the building in good condition?		The building appeared to be in a reasonably well maintained condition at the time of the visit.
5.20	Is there adequate workspace for the work activities taking place?		Workspace was observed to be adequate at the time of the visit.
5.21	Are air temperatures kept at reasonable levels?		Air temperatures were judged to be reasonable at the time of the visit.
5.22	Is there adequate access to and from the workplace?		Adequate access routes to and from the workplace were available and appeared to be in reasonable condition at the time of the visit.
5.23	Are arrangements in place to undertake planned testing and treatment of water tanks and descaling and disinfection of shower units to minimise risks from legionellosis and are suitable records retained?		Adequate arrangements are in place which include water testing, disinfection, cleaning, de-scaling of shower heads and flushing of infrequently used water outlets. Please refer to image(s) under item 5.23 in the Photographs section.




Overview Of Areas Relating To Risk Assessments

Ref.	Risk Assessments	Status	Supporting evidence - Action required
6.3	Have risk assessments been carried out for hazardous substances with suitable control measures implemented?		<p>An inventory of hazardous substances has been documented with supporting Safety Data Sheets available. Risk assessments have been carried out using the information from the manufacturers Safety Data Sheet (SDS). The assessments identify the control measures to be followed when using the substances. All assessments are within their review period.</p> <p>Please refer to image(s) under item 6.3 in the Photographs section.</p>
6.9	Is suitable documentation (including specialist risk assessment) in place relating to the prevention of Legionellosis?		<p>A Legionella survey and assessment has been completed by an external contractor. Subsequently a Legionella management plan has been prepared and implemented.</p> <p>Documentary Evidence Seen - 01 October 2024 Please refer to image(s) under item 6.9 in the Photographs section.</p>

Overview Of Areas Relating To Safety Arrangements

Ref.	Safety Arrangements	Status	Supporting evidence - Action required
7.1	Are there suitable arrangements to deal with the storage and disposal of hazardous and non hazardous waste?		Adequate arrangements regarding hazardous and non hazardous waste are in place. Service provider is Dorset Waste Partnership.

Overview Of Areas Relating To Occupational Health

Ref.	Occupational Health	Status	Supporting evidence - Action required
8.1	Has occupational health surveillance been arranged where required? Are records available?		Occupational health surveillance for employees is in place with suitable records kept. Yearly or as is required.
8.7	Is suitable ventilation provided to ensure that fresh air is available and reduce risks of transmission of societal illnesses such as winter flu virus, Covid and similar?		At these small premises natural ventilation is sufficient for the number of people present.
8.8	Are the hazard and risks from occupational dermatitis recognised and effectively controlled? Is health surveillance routinely completed?		The health hazards of work-related dermatitis have been recognised. The hazards have been explained to employees and they have been instructed to avoid contact with and protect their skin when using substances known to cause dermatitis. Routine health surveillance to check for signs of itchy, dry or red skin is provided. Records seen.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/115

Paper: H

Subject:	To Consider BH Live, Corfe Mullen to be renominated as an Asset of Community Value (ACV)
Prepared by:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to consider BH Live, Corfe Mullen to be renominated as an ACV. The current listing expires on 24 September 2024.
Background:	<p>The Community Right to Bid, introduced by the Localism Act 2011, allows local community or voluntary bodies and town/parish councils to identify and nominate land and buildings that are important to them to be included on a list of ACVs. If an ACV is to be sold, local community groups will then in many cases have a fairer chance to make a bid to buy it on the open market. Assets could include a village shop, local pub, community centre or library, but there are many other examples.</p> <p>The inclusion of an asset on the list of ACVs however does not place any restriction on what an owner can do with their property, once listed, so long as it remains in their ownership. This is because it is planning policy that determines permitted uses for particular sites. However, the fact that the site is listed may affect planning decisions. It is open to Dorset Council to decide whether listing as an ACV is a material consideration if an application for change of use is submitted, considering all the circumstances of the case.</p>
Key Points:	<p>Legal tests applied to a nomination of an Asset of Community Value:</p> <p>Assets can be included on Dorset Council’s list of assets of community value if they meet the legal requirements set out in the Localism Act 2011 and The Assets of Community Value (England) Regulations 2012, summarised as follows:</p> <p>The asset must meet the definition of an asset of community value:</p> <p>A building or land is of community value if, in the opinion of the local authority, the current or recent non-ancillary use furthers the social well-being or social interests of the community, and it is realistic to think that there can be continued use which will do so in some, but not necessarily the same, way. Social well-being and social interests can include cultural, recreational and sporting interests but this is not an exhaustive list.</p> <p>The asset must be, at least partly, in the local authority's area. Some assets may overlap boundaries with a neighbouring local authority.</p> <p>The asset must be nominated by a parish/town council, or a voluntary or community body with a local connection:</p> <p>Voluntary or community bodies with a local connection must supply evidence of their status (for example, a copy of your constitution or terms of reference or, if an unincorporated body, details of 21 people with a local</p>

	<p>connection and on the electoral register together with evidence of a collective decision to nominate the asset). Eligible bodies can also be a charity, a community interest company, a company limited by guarantee that is non-profit distributing, or an industrial and provident society that is non-profit distributing.</p> <p>The asset must not be an excluded asset type. Excluded asset types, in summary, are:</p> <ol style="list-style-type: none"> 1. A residential property, including gardens, outbuildings and other associated land that is reasonable to consider as part of the land with the residence. (This exclusion does not cover assets that contain integral residential quarters such as a pub or caretaker's flat) 2. Land licensed for use as a residential caravan site (and residential caravan sites that do not need a licence) 3. Operational land of statutory undertakers as defined in section 263 of the Town and Country Planning Act 1990, for example, Highways Agency land. <p>The decision</p> <p>On receipt of a nomination, Dorset Council will make the owner/leaseholder aware that their property has been nominated for inclusion on the ACV list. Dorset Council will take account of the information in the nomination, the owner's/leaseholder's comments and any other relevant information in making a decision.</p> <p>Dorset Council will make the decision on whether the nomination should be placed on the ACV list within 8 weeks of receiving the nomination. The landowner has the right of review and appeal if they object to their property being listed.</p> <p>Successful nominations are added to the Dorset Council List of Assets of Community Value.</p> <p>If a nomination is unsuccessful, Dorset Council will add the asset to the Dorset Council List of Unsuccessful Nominations along with the reason for not listing to avoid unnecessary repeat nominations and potential time wasted for everyone involved on other similar nominations.</p>
<p>Implications:</p>	<p>If an ACV comes up for sale, long term rent or assignment the owner is legally obliged to inform Dorset Council in writing. This then activates a 6 week pause in the sale process known as an initial moratorium during which the landowner cannot legally dispose of the asset. Dorset Council will then advertise the opportunity for eligible community and voluntary bodies to give written notice of their intention to bid for the asset by informing Dorset Council in writing.</p> <p>If this happens it, then triggers a full moratorium of up to 6 months to enable the community body to raise money and bid to buy the asset. This does not however, mean that the community body gets a right of first refusal or that it will have the opportunity to buy the asset at below market value.</p> <p>If there is no sale to a community body during this 6 month full moratorium period, then the owner is free to sell the asset with no restriction for an 18</p>

	month 'protected period'. This period runs from the date at which the owner notified Dorset Council of the intention to sell the ACV.
Recommendation:	To Approve BH Live, Corfe Mullen being renominated as an Asset of Community Value (ACV).



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/116

Paper: I

Subject:	To Receive the 2023/24 Annual External Audit Report
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To receive and note the findings of the Annual External Auditor's Report.
Background:	<p>The Annual Governance and Audit Review (AGAR) is carried out annually by BDO LLP.</p> <p>There are strict statutory timescales that must be adhered to for compliance and to receive an unqualified audit.</p>
Key Points:	<p>The completed AGAR, Notice of Conclusion template and External Auditor Report 2023/24 was received on 17 September 2024, as an unqualified audit, with the report stating:</p> <p><i>'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'</i></p> <p>Other matters not affecting our opinion which we draw to the attention of the authority:</p> <p><i>'To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.</i></p> <p><i>Best Practice guidance suggests that authorities should, at least annually, carry out a review of the appropriateness of their overall internal audit arrangements. The council has not minuted the reappointment/appointment of the internal auditor for 2023/24, nor the considerations of the internal auditor's independence and competence'.</i></p> <p>The Notice of Conclusion will be posted in accordance with statute (by 30 September) on the Town Council Website and notice board on Towers Way.</p>
Implications:	A qualified report would indicate malpractice, non-compliance or poor management of Town Council matters.
Recommendation:	To NOTE the External Audit Report.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CORLE MULLEN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority: prepared its accounting statements in accordance with the Accounts and Audit Regulations.
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		responded to matters brought to its attention by internal and external audit.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/05/2024

and recorded as minute reference:

TC 24/28

Signed by the Chair and Clerk of the meeting where approval was given:

Chair 
Clerk 

WWW.CORLEMULLEN-TC.GOV.UK/ACCOUNTS-AND-ASSETS

Section 2 – Accounting Statements 2023/24 for

COLFE MULLEN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	328,212	440,044	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	459,546	502,456	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	123,814	75,274	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	242,545	214,037	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	10,284	5,142	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-)/All other payments	218,698	199,158	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	440,044	599,437	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	448,315	590,612	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	859,371	881,569	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	5,076	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

W. Orsley

25/04/2024

Date

I confirm that these Accounting Statements were approved by this authority on this date:

28/05/2024

as recorded in minute reference:

TC 24/28

Signed by Chair of the meeting where the Accounting Statements were approved

A. Bayly

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Corfe Mullen Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.

Best practice guidance suggests that authorities should, at least annually, carry out a review of the appropriateness of their overall internal audit arrangements. The council has not minuted the reappointment/appointment of the internal auditor for 2023/24, nor the considerations of the internal auditors independence and competence.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton OF EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:
James Evans
467DFB746A8A428...

SIGNATURE REQUIRED

Date

15 September 2024 YY

Annual Governance and Accountability Return 2023/24 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 6 of 6

Corfe Mullen Town Council
Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Corfe Mullen Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Corfe Mullen Town Council on application to:	
(a) Mrs Catherine Horsley, Town Clerk & RFO Corfe Mullen Town Council Towers Way Corfe Mullen, Wimborne BH21 3UA	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) Between the hours of 9am to 2pm Monday to Thursday	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £0.50 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Catherine Horsley, Town Clerk & RFO	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 25 September 2024	(e) Insert the date of placing of the notice.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/117

Paper: J

Subject:	Options for Replacement Defibrillator at Corfe Mullen Recreation Ground
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Consider Options for Replacement Defibrillator at Corfe Mullen Recreation Ground and agree how to proceed.
Background:	<p>The Council entered into a Memorandum of Understanding with South Western Ambulance Service NHS Foundation Trust (SWAST) for 4 years ending on 10 October 2024 at a total cost £1800+VAT for the supply of a community public access defibrillator support package. The defibrillator is located externally on the side of the Sports Pavilion at Corfe Mullen Recreation Ground.</p> <p>The defibrillator is registered on the 999 system to be allocated in the event of an emergency.</p>
Key Points:	<p>SWAST are no longer offering and supplying defibrillators and cabinets. Therefore, the Memorandum of Understanding for the supply of the defibrillator equipment at Corfe Mullen Recreation Ground will cease on 10 October 2024.</p> <p>In line with section 1.4 of the Memorandum of Understanding, the defibrillator will need to be returned to SWAST on or after 10 October 2024.</p> <p>Replacement options as follows:</p> <ol style="list-style-type: none"> 1. SWAST formally gift to the Council the current defibrillator, for the Council to take full ownership in line with the following criteria: <ul style="list-style-type: none"> • Council to be named as the new owner, take full responsibility for the equipment and sign a formal gifting letter. • Equipment will no longer be owned or supported by SWAST. • The equipment will no longer have a manufacturer's warranty. Note: SWAST would be removing the equipment from service due to this. • Council will be the owner of the equipment and fully responsible for any further needs, updates, repairs or replacements and supplies such as pads and/or batteries. • Remain available for 999 emergencies, equipment to be registered on The Circuit (www.thecircuit.uk) with a suitable guardian to regularly inspect and carry out reporting. <p>There are several companies who provide the equipment along with grants available for purchasing costs. SWAST will continue to provide expertise and advice on out of hospital cardiac arrest to organisations seeking to purchase a defibrillator and/or training.</p>

	<p>2. Department of Health & Social Care provide defibrillator funding for community spaces across England. To be eligible for a fully funded defibrillator, the defibrillator must be:</p> <ul style="list-style-type: none"> • Located in a secure defibrillator cabinet on an external wall in an area that is accessible to members of the public 24 hours per day. (The equipment must be installed and registered on The Circuit within 4 weeks). • Be able to provide an electrical power source to ensure the defibrillator cabinet light and heater operate to keep the equipment at the right temperature <p>If unsuccessful for fully funded defibrillator, option to provide match funding (c. £750). Any awards will be notified mid-October 2024 with awards made mid-November 2024.</p> <p>3. British Heart Foundation (BHF) also provide an annual grant funding cycle opening in October 2024. If grant application is successful, the award package provides a defibrillator, complete with pads and kit accessories, a cabinet (must be kept unlocked and uncoded), replacement pads and batteries when required and training.</p> <p>4. Purchase direct from BHF a fully automatic defibrillator in locked external cabinet package including an AED starter kit and post at an average cost of £1,469.99+VAT. Average annual costs for replacement supplies (battery, pads, disposable items etc) c. £240+VAT.</p> <p>Any defibrillator installed will require an electrician to install at a cost of c. £250+VAT.</p>
<p>Implications:</p>	<p>Replacement costs are unbudgeted. Albeit the Recreation cost code has sufficient budget available to cover associated costs. Ongoing costs for supplies etc to be included in the 2025/26 financial year budget.</p> <p>Grant funding may not be awarded.</p> <p>If not replaced, the nearest defibrillator is located at land north of Wimborne Road and the Co-op on Towers Way. Use of a defibrillator can save lives.</p>
<p>Recommendation:</p>	<p>To APPROVE next steps for replacing defibrillator at Corfe Mullen Recreation Ground.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/118

Paper: K

Subject:	How to Proceed with Community Engagement
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Consider and Approve How to Proceed with Community Engagement
Background:	The newly elected Council to consider community engagement options going forward.
Key Points:	<ul style="list-style-type: none"> • Content for Parish Newsletter: As part of the budget-setting process for the 2024/25 financial year, £6000 budget was allocated to publish parish newsletters. It was agreed previously for the newly elected Council to publish its first newsletter forthwith. Several projects in their infancy will need to be included as part of the newsletter. The content needs to be informative and engaging with the community. Suggestions to introduce the new Councillors and how they can contact them as well as promoting ‘good news’ stories of the Councils work. <i>Members to consider content of the first newsletter of the newly elected Council.</i> • Social Media (Facebook Page): The page has now been launched in line with the Electronic Communications Policy. The Clerk, Deputy Clerk and Senior Administrator have admin access to post onto the page. The page will be used as a positive way to communicate with the community. All commenting will be switched off. Communicating with the Council to continue through its normal channels, either via the contact us page on the website or office email. The Deputy Clerk has started to post updates on the work of the Grounds Team and intends to continue this on a weekly basis. Ideas for future posts include, meeting agendas, promoting the Councils services, facilities and projects, lost property, pick up after your dog's campaign, anti-social behaviour and damage to Council sites along with climate change. <i>Members to consider any ideas for future posts.</i> • Councillor Drop-in Sessions: In line with the Community Engagement Statement and previous discussions, drop-in sessions to recommence. Suggestions include going out into the community, attending groups, rather than members of the public coming to planned drop-in sessions, for members to join in and chat with participants, reaching a wider demographic. Suggestions include: <ul style="list-style-type: none"> ○ St Nicholas Church hold regular events including ‘tots, tea & toast’, ‘dad & toddler playdate’, ‘win on waste’, ‘Foodbank’, ‘sing@St Nics’, ‘coffee@St Nics’ and a community lunch. ○ Corfe Mullen Library and Childrens Centre also hold regular clubs and activities including ‘cuppa & company’, ‘craft time’, ‘board games’ and ‘knit & natter’. ○ Corfe Mullen walking group. ○ Corfe Mullen youth club.

Members to consider ideas for drop in's/engagement.

- **Re-launch of Corfe Mullen Neighbourhood Plan:** The Clerk is making contact with a local consultant, who has worked on a neighbouring parishes plan to understand the feasibility of them getting involved in the Corfe Mullen Neighbourhood Plan. There are many lessons to be learnt from the work already completed. The work involved in developing the plan is huge and Council must not underestimate the work involved, working alongside volunteer members of the community. The work involved needs to be divided into achievable sections in order for the community to get involved in the sections of interest to them, i.e. environment, housing, transport etc to ensure it is less overwhelming for volunteers. A key part of the development of the plan is for members to be involved. Recruitment is underway for a Community Engagement & Project Officer to work with a consultant, members and volunteers to develop the plan.
Members to commit to be part of developing the plan and look at ways to re-launch the work of the Steering Group.

- **Proposed Redevelopment of the Sports Pavilion and Recreation Ground:** Since taking back responsibility of the sports pavilion and sports provision at the Recreation Ground from the Corfe Mullen Sports Association (CMSA) in June 2022, the Council has refurbished the sports pavilion to ensure it meets its health & safety responsibilities and administers the bookings process for sports provision including football, cricket and tennis. It is well known that the sports pavilion is coming to the end of its life and requires an upgrade to ensure the facilities are fit for purpose.

The Council has some earmarked reserves and section 106 monies to progress with the redevelopment of the sports pavilion and sports provision, albeit a substantial public works loan will also need to be secured to complete any proposed works. It has been a long-term aspiration of the Council to invest in the Recreation Ground and provide upgraded facilities for all its users. This will be a huge project for the Council and will be an ever-lasting legacy for future generations in Corfe Mullen.

As part of the public works loan application, the Council will need to demonstrate that they have carried out public consultation and any plans developed for the site have had input from the community, to ensure the proposed works are what the public wants, recognising the aspirations of the community will need to be balanced within the financial envelope available.

To commence this work, the Council will need to commence its public consultation, initially working with key stakeholders to understand the needs and aspirations. Once there is a clear steer on the requirements, the Council will need to engage with an architect to start to draw up some plans. Each stage of the project will need to involve public engagement. As above recruitment for a Community Engagement & Project Officer is underway to manage this project and see it through to fruition.

Members to consider who are the key stakeholders to commence the first part of public consultation.

Implications:	<p>Members are elected by residents in the community they serve. It is part of an elected member's role to engage within the community and to represent their views in the Council's decision-making processes.</p> <p>Should Council wish to progress with the redevelopment of the sports pavilion and sports provision, a requirement of the application for a Public Works Loan is public consultation. If Council do not do this, they will not be able to access Government loans.</p> <p>Projects carried out by the Council, may have an impact on the level of precept requested by those members of the community who pay Council Tax. It is important to demonstrate what the precept is being spent on and provides value for money to taxpayers.</p> <p>Engagement within the community should be positive.</p>
Recommendation:	To agree how to proceed with community engagement.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 24 September 2024

Agenda Item: TC 24/119

Paper: L

Subject:	To Approve the Recommendations from the Planning & Highways Committee
Prepared by:	Catherine Horsley, Town Clerk
Purpose of Report:	To Approve the recommendations made at the Planning & Highways Committee meeting held on 10 September 2024
Background:	The Planning & Highways Committee does not hold delegated authority from the Full Council to make decisions, therefore all resolutions require approval by Full Council.
Key Points:	<p>It was RESOLVED to recommend for approval by Full Council the following items:</p> <p>PC 24/107: To Consider and Approve Community Highways Request Policy - should the policy be approved, it would be published on the Town Council website, with any new requests received from members of the public being referred to the policy. All new requests require at least one Town Councillor's support and 10 signatures.</p> <p>Members of the Planning & Highways Committee felt the policy was a positive way to support public engagement. Cllr Neil requested infographics to be included within the policy to provide guidance which was accessible to all.</p> <p>The attached policy has been updated to show infographics in Appendix 1.</p>
Implications:	<ul style="list-style-type: none"> • Policy to manage members of the public's expectations and clarify the process to be followed for requests for highways interventions. • Health & Safety issues. • Negative publicity for the Council. • Expenditure in line with 2024/25 financial year budget.
Recommendation:	To APPROVE the recommendations from the Planning & Highways Committee meeting held on 10 September 2024.



Corfe Mullen Town Council Community Highways Request Policy

1. Introduction

- 1.1. Each year, the Highways Improvement Team at Dorset Council as the Highways Authority designs and delivers highway schemes funded by the [Local Transport Plan](#).
- 1.2. Improvements range from small junction upgrades to new road construction as well as cycling and walking routes, town and village speed management schemes and public transport infrastructure.
- 1.3. Schemes are identified by Dorset Council Highway Officers or through the local neighbourhood, town plan, but can also include:
 - traffic engineering schemes to address traffic issues and road traffic collision cluster sites which need more complex design work
 - schemes that meet wider council corporate priorities
 - traffic signal schemes identified by network traffic control officers
 - externally funded or developer led schemes, including those funded by Section 106 contributions and government funded, specific grant-led priorities
 - requests by residents when supported by the Town Council
- 1.4. Schemes can take several years to progress from feasibility into design and construction. More complicated schemes, where traffic regulation orders are needed, will take longer to progress through to the construction phase due to the legal processes required.

2. Scheme identification

- 2.1. When a scheme has been identified, a pre-feasibility study will be carried out to assess the necessity for a scheme. The outcomes will be discussed with stakeholders to agree a way forward.
- 2.2. If highway works are necessary, the scheme will await budget allocation for further design and construction work.
- 2.3. The [prioritisation of schemes is set out in the Local Transport Plan \(LTP\)](#), this primarily focuses on delivering schemes for:
 - economic growth
 - a reduction in carbon emissions
 - equality of opportunity
 - improved safety
 - security and health
 - improved quality of life for residents
 - delivery
- 2.4. When a scheme has been allocated funding, a brief will be developed to clearly outline the specific issue needing to be addressed and a feasibility study will be carried out for preliminary design work.
- 2.5. Following this, statutory consultees such as Councillors, Town Council, emergency services and other council service departments as necessary will be invited to comment on initial design proposals.

- 2.6. In some cases, where it is a larger scheme or there are multiple design solutions, the improvements team will engage with residents and businesses to seek their views, and then progress the option preferred by the local community.
- 2.7. After all necessary consultation, detailed design work starts.
- 2.8. Elected Councillors, local businesses and other stakeholders will be consulted on the timing of the work to ensure it is carried out at a time that offers the least disruption.
- 2.9. The Dorset Council [highway improvements schemes policy](#) and [Rural Roads Protocol](#) provides more information about highway improvements.

3. Purpose

3.1. The purpose of this policy is to:

- provide clear guidance to members of the public who may wish to request highway improvements in the Parish of Corfe Mullen on how to seek support from the Town Council
- guide Councillors in assessing requests for support from members of the public for highways improvements related to parking, speeding and the anti-social use of vehicles

3.2. Dorset Council as the Highways Authority determine which projects can move forward within the available budgets, taking into account the evidence available.

3.3. If the Town Council resolves to support a particular request, there is no guarantee that Dorset Council will be able to take action after assessing the relative need and budget available. There are many competing demands across Dorset for such interventions and Dorset Council Highways Officers will determine priorities.

3.4. In order for a request to be considered by the Planning & Highways Committee the formal stages to submit a request must be followed. See Appendix 1 showing infographic of process details below.

4. Formal Stages Submitting a request

4.1. The request must be made in writing, either by letter or email and include the relevant information along with a map clearly showing the area and the exact location of requested interventions.

4.2. Written requests must also be accompanied by the name of at least one Town Councillor who already supports the proposal.

4.3. Requests without the required level of support will be returned to the requester detailing the additional information needed.

5. Community Support

5.1. The scheme must be supported by a minimum of 10 named residents over the age of 18, directly affected by the requested measures. For suggested speed tables or bumps etc,

these should include the residents who live closest to the site of the tables or bumps. For double yellow lines and other parking restrictions, the 10 should include people who live on the section of road to be affected.

5.2. Written requests should detail the names, addresses and contact details of the supporters, in a similar style to a traditional petition.

5.3. Where the scheme affects less than 10 residents e.g. in a road with few residential properties, the Clerk will determine if the request can proceed.

6. Speed related request

6.1. Dorset Council published a [20mph policy in November 2022](#), which states:

The Council will evaluate 20mph schemes on a location-by-location basis. As a guide, locations can be considered for 20mph schemes when all three of the following criteria apply:

- a) *they are in towns or villages where there is a depth of residential development (extensive) and high levels of pedestrian and cycle movement or there is a potential for high levels of pedestrian and cycle movement if a 20mph scheme was introduced; they should not be on roads where the movement of motor vehicles is the primary function.*
- b) *where existing mean speeds provide a realistic opportunity for compliance: the Department for Transport (DfT) guidance states that 20mph schemes should be self-enforcing. If the mean speed is already at or below 24mph, introducing a 20mph speed limit through signing alone is likely to lead to general compliance with the new speed limit. Means speeds above 24mph are likely to require additional traffic management or enforcement measures. Town/parish councils should pay for traffic surveys to take place with the number of surveys required dependent upon the extent of the proposed 20mph scheme. Location of surveys to be discussed with Road Safety Team before taking place to best ensure suitable evidence. Requests for a traffic survey should be submitted via email to trafficsurveys@dorsetcouncil.gov.uk.*
- c) *there is significant community support; in assessing community support, the local Dorset Council Ward Member and the Town Council should consider residents views to best ensure that there is broad consensus.*

The full DfT guidance will be considered throughout the assessment.

6.2. The application to Dorset Council requires the following information:

- description of community concern and expected outcome of a 20mph scheme
- road hierarchy
- collision history
- damage only and near miss reports
- traffic speed data
- local facilities covered by proposed 20mph scheme
- evidence of community support

6.3. If the Town Council's application is not successful with Dorset Council, yet it has met the assessment in Dorset Council's principles and criteria for 20mph schemes then the Town Council can apply to fund the installation.

6.4. For requests regarding speed related interventions, local residents are requested to operate an active community speed watch for a minimum of 12 months prior to any request being made. This is to demonstrate a clear commitment from within the community. Community speed watch is a proven way for the community to address local speeding issues and can bring about tangible changes in driver behaviour. More information on [Dorset Road Safe](#).

6.5. Key points for consideration:

- a community speed watch team to have been active in the community for a minimum of 12 months unless there is clear demonstrable reason why a community speed watch team cannot be established
- clear demonstrable evidence that there is significant community support
- should physical traffic calming measures be needed, support from Dorset Police and Dorset & Wiltshire Fire Service is required
- all signage and any engineering measures should be erected/constructed using materials compliant with relevant regulations
- the requirements of the Road Traffic Regulation Act 1984 must be met so that the 20mph scheme is legal
- full costs of investigation, design and implementation and future maintenance should be met by the Town Council. Future maintenance being paid for as a single payment commuted sum
- there is a risk of abortive expenditure. The speed limit order process includes unavoidable advertising costs associated with the statutorily required period of public consultation. Should objections to the proposed 20mph scheme be received and upheld by Dorset Council's relevant area Planning Board the scheme may not proceed to installation

7. Review

7.1. This Community Highways Request policy was presented to the Planning & Highways Committee on 10 September 2024, minute no. PC 24/107, to recommend approval and adoption by Full Council on XX September 2024, minute no. TC 24/XXX.

7.2. The Community Highways Request policy will be reviewed bi-annually or when any changes are made, whichever is sooner.

8. References

- Data Protection Act 1998
- Highways Act 1980
- Road Traffic Regulation Act 1984
- Parish Councils Act 1957
- Society of Local Councils (SLCC) Advice Notes
- [Dorset Council Highways](#)

Appendix 1 –

