



## **NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

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

Time...                   **19:00**

Date...                   **Tuesday 26 November 2024**

Place...                  **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

A handwritten signature in black ink, appearing to read 'C Horsley'.

**Catherine Horsley**  
**Town Clerk & RFO**  
**20 November 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 24/153    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/154    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 24/155    Paper A – To Approve minutes of the Town Council meeting held on 22 October 2024** – LGA 1972, sch 12, para 41
- TC 24/156    Paper B – TO FOLLOW - To Approve Accounts for Payment** – a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.
- TC 24/157    Paper C – To Approve Bank Reconciliation for October 2024**
- TC 24/158    Paper D – To Note the already Approved minutes of Committees:**
- Staffing Committee – 30 July 2024
  - Community Services Committee – 13 August 2024

- Planning & Highways Committee – 24 September 2024
- Planning & Highways Committee – 8 October 2024
- Planning & Highways Committee – 22 October 2024
- Finance & Administration Committee - 8 October 2024

- TC 24/159 Paper E - To Approve Quotation for Tree Works Across Town Council Sites**
- TC 24/160 Paper F – To Approve Recommendations from the Community Services Committee**
- TC 24/161 Paper G – To Approve Recommendations from the Extra-Ordinary Finance & Administration Committee**
- TC 24/162 Paper H - To Consider Public Spaces Protection Orders for Anti-Social Behaviour and Controlled Drinking Zones in Corfe Mullen – Cllr A Craven**
- TC 24/163 Paper I - To Consider Request from Early Years Provider, Mini Munchkins**
- TC 24/164 Paper J - To Consider Request from Corfe Mullen Carnival Committee**
- TC 24/165 Paper K - To Consider Response to Consultation for Enabling Remote Attendance and Proxy Voting at Local Authority Meetings**
- TC 24/166 Paper L – To Note Update from the recent Joint Julians Bridge Working Party – Cllr Purvis**
- TC 24/167 Verbal – To Note Feedback from Weekly Councillor Coffee Meetings – Cllrs**
- TC 24/168 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/169 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 24/170 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/171 Verbal – To Note Clerk’s Update**
- TC 24/172 Verbal – To Note Mayor’s Report**
- TC 24/173 Verbal – To Note Dorset Councillor Report**
- TC 24/174 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>
- TC 24/175 To Agree a date and time for the next meeting –Tuesday 17 December 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 24/176 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/177 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.**
- TC 24/177 Paper M – To Approve Recommendations from the Extra-Ordinary Staffing Committee**
- TC 24/178 Close of meeting**

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



**Minutes of the Meeting of Corfe Mullen Town Council**  
**held on Tuesday 22 October 2024 at 18:48 in the Small Hall of the Village Hall**

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

**In Attendance:**       Rachel Virrill (Deputy Town Clerk)  
Daryl Pearce (Deputy Town Clerk/Minute Taker)

**Public Participation**

There were no members of the public present.

**TC 24/129    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Neil and Joyce who both had prior work commitments, Cllrs A Holland and P Holland due to personal circumstances and Cllr Purvis who was unwell.

**TC 24/130    To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Hardy declared an interest in agenda item TC 24/141 - To Consider Signing Up to the Armed Services Covenant, as a retired member of the armed forces.

**TC 24/131    Paper A – To Approve minutes of the Town Council meeting held on 24 September 2024 – LGA 1972, sch 12, para 41**

The minutes of the meeting held on 24 September 2024 were **APPROVED**.

**TC 24/132    Paper B – To Approve Accounts for Payment**

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £32,971.00.

**TC 24/133    Paper C – To Approve Bank Reconciliation for September 2024**

Members raised the following queries:

- Line 551: Which fence at the Recreation Ground did the cost relate to. The Deputy Clerk confirmed it was the fence recently installed adjacent to Wimborne Road.

- Line 555: What did the cost relate to. The Deputy Clerk confirmed the cost related to the highway's application for the installation of the bus shelters at Windgreen.
- Line 517: Where was the new bin sited. The Deputy Clerk confirmed the new dual recycling and general waste bin was located outside the Council Office and Village Hall in Towers Way.

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

**TC 24/134 Paper D – To Note the Already Approved minutes of Committees:**

- Finance & Administration Committee – 9 July 2024
- Planning & Highways Committee – 10 September 2024

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

**TC 24/135 Paper E – To Approve and/or Retrospectively Approve:**

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

- **Item 1 – Grounds Maintenance of Pit Area:** Once contractors had cleared the pit area and surrounding areas, the Grounds Team would be able to continue the twice-yearly grounds maintenance using their brush cutter.
- **Item 4 – Purchase of Mechanical Brush:** Purchase would reduce the need for the Grounds Team to use chemical moss and weed killers.
- **Item 5 - Tennis Court Floodlights Electrical Works:** Outside of the meeting, nine members voted via email in favour to progress with the repairs detailed in option 1.

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

- **Grounds Maintenance - Recreation Ground 'Pit Area' and adjacent borders from pit area to skate park to clear, cut back all 'wild' vegetation to make accessible:** Contractor, Evergreen Services to cut back the pit area to maintain the fire break with adjacent properties in Stour View Gardens to provide a wildlife habitat and useable space. Bramble to be cut, some very small overcrowding trees to be removed, and shrubs reduced in height, with benches exposed for seating. The adjacent wild vegetation from the pit area around the perimeter of the Recreation Ground to the skate park to be cut back to the tree line at a **total cost of £1900+VAT**.
- **Replace Three Office Blown Windows:** Contractor Seyward Windows to replace and dispose of glass at a **total cost of £196.00+VAT**.
- **Grounds Team Play Park Training - RPII 2-Day Operational Playground Inspectors Training Course:** Playground Inspection Company to provide RPII two-day operational playground inspectors training and examination at a **total cost of £1500.00+VAT**.
- **Mechanical Brush (Stihl MM56 with brush attachment):** Purchase from Hunt Forest Group at a total cost of £470.00+VAT.
- **Tennis Court Floodlights Electrical Works:** Option1, Contractor Dorset Electrical Solutions Ltd to supply and install 8 IP-rated MCG 500mm x 400mm x 200mm steel enclosures with mounting plates and to supply and install 2 new capacitors at a **total cost of £1265.00+VAT**.

**TC 24/136 Paper F – To Note Update from Working Party for Redevelopment of Corfe Mullen Recreation Ground and Sports Pavilion**

Members considered additional stakeholders to be included in the consultation process. It was agreed that an environmental organisation, such as the Dorset Wildlife

Trust and local schools should also be approached to contribute to the broader development of the site.

The update from the Working Party was **NOTED**.

**TC 24/137 Paper G – To Approve Recommendations from the Finance & Administration Committee**

Cllr. Lortie presented the report, noting the productive budget discussions and how members felt grants for Corfe Mullen Village Hall and Corfe Mullen Youth Trust charities staff salaries should be considered as part of the 2025/26 financial year budget setting process.

Cllr. Hardy felt it was not only the Finance & Administration Committee who had responsibility for the Councils future expenditure and would encourage contributions from all committees. Cllr Sowry-House concurred, adding that including a Men's Shed initiative as an exceptional and capital item would greatly benefit the local community.

Members noted several new grant applications received from local organisations providing valuable services to the community, which was very positive, whilst recognising some organisations who had previously submitted grant applications had not been received.

The Chair noted the amount to be awarded to Corfe Mullen Home Watch was due to their recent proactive work within the community and fundraising.

It was **RESOLVED to APPROVE** to award grants totalling £7636.10, with a balance of £863.90 remaining available for any future grant funding applications during the 2024/25 financial year as follows:

<b>Organisation</b>	<b>Grant Awarded £</b>
Corfe Mullen Foodbank	536.10
Corfe Mullen United Juniors Football Club	850.00
Vision Wimborne Dial-a-ride	250.00
Corfe Mullen Home Watch	1000.00
Planet Wimborne	200.00
Legs and Company Leg Club	2000.00
Victim Support	200.00
Mosaic	600.00
Corfe Mullen Carnival	1000.00
Corfe Mullen Carnival (Father Christmas evening parade appeal)	350.00
Corfe Mullen 5km run and Children's one-mile fun run	450.00
Women's Institute	200.00
<b>TOTAL:</b>	<b>£7636.10</b>

It was **RESOLVED to APPROVE** the following resolutions from the Finance and Administration Committee held on 8 October 2024:

- FA 24/30: Members RECEIVED and NOTED the Quarter 2 Budget Monitoring Report and reserves balances for the quarter ended 30 September 2024.
- FA 24/31: APPROVE fund transfers listed.
- FA 24/33: Items listed along with Men's Shed initiative to be included in the draft 2025/26 financial year budget.

**TC 24/138 Paper H - To Note Update on Arrangements for Remembrance Sunday**

The Deputy Clerk (RV) presented the report, noting the event would run as it had in previous years. Volunteers had been approached and confirmed their willingness to support the event again this year.

The update was **NOTED**.

#### **TC 24/139 Paper I – To Consider and Approve Christmas 2024 Closing Times**

The Deputy Clerk presented the report, noting the recommendation for two mandatory leave days to be taken on Monday 23 December 2024 and Tuesday 24 December 2024. The Council Office to be closed on Friday 27 December 2024 with those staff whose normal working day was a Friday, to take as annual leave and/or TOIL.

Members thanked all Office and Grounds staff for their hard work. The Chair suggested a contribution from the Chairmans allowance of £150 towards a Christmas staff event as a way of showing appreciation to the team.

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

- Two mandatory leave days to be taken on Monday 23 December 2024 and Tuesday 24 December 2024.
- Council Office to be closed week commencing 23 December 2024 and reopen on Monday 30 December 2024.
- A minimum of one Grounds Person required to work on Friday 27 December 2024.
- £150 from Chairmans Allowance to be contributed towards a Christmas staff event.

#### **TC 24/140 Paper J – To Consider Actions relating to Eligibility and Abolition of the Winter Fuel Allowance**

Members discussed the Winter Fuel Allowance Motion. Cllr Hardy noted that whilst he was not against the motion personally, given the Town Council was non-political, he felt signing the 'Save Winter Fuel Payment for Struggling Pensioners' petition was a political movement and would be inappropriate to endorse.

Cllr Sowry-House proposed approving points 1-4 of the Winter Fuel Allowance Motion with Cllr Lortie seconding the proposal. Members voted with 7 members voting in favour and 2 voting against.

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

- Award £250 small grant to Corfe Mullen Food Bank to support the warm space initiative at St Nicholas Church, Corfe Mullen.
- Encourage those not on Pension Credit, who could be eligible to apply, to do so, offering help to complete the necessary forms.
- Sign up to the 'Save Winter Fuel Payment for Struggling Pensioners', petition being run nationally by Age UK.
- Work with local charities, who support the most vulnerable in the community, offering guidance to gain access to the resources needed.
- Write to the Chancellor of the Exchequer, urging a review of the decision to means test the Winter Fuel Payment.

#### **TC 24/141 Paper K – To Consider Signing Up to the Armed Services Covenant**

Cllr Hardy suggested organising an event to mark the signing of the covenant. Cllr Sowry-House felt the timing would align well with the upcoming Remembrance Sunday Parade.

It was **RESOLVED** to **APPROVE** signing the Armed Forces Covenant.

**TC 24/142 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**

The Deputy Clerk provided an update, noting in recent weeks vandalism and anti-social behaviour had improved, albeit the Dorset Council public toilets at Towers Way had been vandalised again and closed whilst repairs were carried out.

The verbal update was **NOTED**.

**TC 24/143 Verbal – To Note any updates from Representatives to Outside Bodies**

- **DAPTC Town & Larger Parishes Committee – 27 September 2024:** Cllr Lortie confirmed there were no significant updates beyond those previously discussed. However, the Dorset Association of Parish and Town Councils (DAPTC) had relayed the feedback provided from the last meeting to Dorset Council.
- **Beacon Hill Liaison Sub Committee – 25 September 2024:** Cllr Jefferies noted there had been no further movement at the site. An adjustment to the planning permit was required prior to the commencement of engineering of the final cell. It was hoped this would not delay the current planning permit which runs until January 2029.

Cllr Florek had attended a meeting of the Friends of Corfe Mullen Library.

The update was **NOTED**.

**TC 24/144 Verbal - To Note the update from the Climate Change Working Party (CCWP)**

No update was provided due to Cllr Neil's absence.

**TC 24/145 Verbal – To Note Clerk's Update**

The Deputy Clerk provided the following update:

- Advertisement for the Community Engagement and Project Officer role would end on 25 October 2024, with interviews due to take place week commencing 4 November 2024.
- Recruitment had been successful for the Village Hall Keyholder role, with two successful applicants and a new Assistant Youth Support Worker for Corfe Mullen Youth Trust.
- All staff had completed Fire Marshal Training.

The update was **NOTED**.

**TC 24/146 Verbal – To Note Mayor's Report**

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/147.

**TC 24/147 Verbal – To Note Dorset Councillor Report**

Cllrs Sowry-House and Florek provided the following update:

- Attended an evening with award winning Earth Scientist, Dr Anjana Khatwa, hosted at Corfe Mullen Village Hall.
- Contact with Cllr Oliver Walters regarding support for Julia’s House due to their funding shortfall.
- Met with the leader of Dorset Council, Cllr Nick Ireland to arrange a visit to a future Town Council meeting.
- Winter Fuel Motion had been approved unanimously by Dorset Council.
- Meeting arranged with Castle Court School relating to the proposed bonfire celebration to discuss residents’ concerns with the noise in close proximity to livestock.
- SGN road closure meeting organised to discuss the impact on traffic in Corfe Mullen.
- Volunteering at Corfe Mullen Youth Club on Friday evenings.

The update was **NOTED**.

**TC 24/148 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**TC 24/149 To Agree a date and time for the next meeting** –Tuesday 26 November 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**TC 24/150 To Resolve to exclude members of the press and public** – to agree that agenda item TC 24/151 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.

**TC 24/151 Verbal – To Note Update on CMSA**

The Deputy Clerk provided an update on the current position with the ongoing CMSA charity handover.

**TC 24/152 Close of meeting at 20:20.**

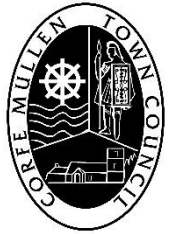
Signed as a correct record of the meeting.....Date .....

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



# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 November 2024



Agenda Item: TC 24/156

Paper: B

<b>Subject:</b>	Accounts for Payment
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled on the attached PDF.
<b>Key Points:</b>	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
<b>Recommendation:</b>	To APPROVE Accounts for Payment totalling £37,917.03.

Accounts for Payment - 26 November 2024

Voucher					Payment	
No	Date	Total	Description	Supplier	Ref	Comments
768	06.12.2024	£332.51	Electricity Usage	British Gas	DD	Sports Pavilion
767	27.11.2024	£888.00	Fees	Dorset Council	IB	Building Regs fees for CMVH improvement works
766	01.12.2024	£432.00	Rates	Dorset Council	DD	Office
765	01.12.2024	£227.00	Rates	Dorset Council	DD	Cemetery
764	27.11.2024	£267.60	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting
763	02.12.2024	£24.06	Fuel	UK Fuels Limited	DD	Equipment
762	27.11.2024	£38.97	CMVH Items	Trade UK (Screwfix)	IB	To be reimbursed
761	27.11.2024	£26.09	Materials & Supplies	Trade UK (Screwfix)	IB	Replacement lock for Public Toilets at RecreationGround
760	27.11.2024	£45.98	PPE	Trade UK (Screwfix)	IB	Boots for Grounds Team
759	27.11.2024	£13.22	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
758	15.11.2024	£119.94	Monthly Subscription	Skyguard Limited T/A Peoplesafe	DD	Lone working devices
757	27.11.2024	£196.00	Maintenance	Seyward Window Co Ltd	IB	Repairs to office windows
756	27.11.2024	£4,581.00	Training	PI Group Consultants Ltd	IB	Emergency First Aid Training - (£2928 to be reimbursed)
755	08.11.2024	£1.35	Community Engagement	Co-op Supermarket	Card	Milk for Coffee Morning
754	27.11.2024	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	IB	MS 365
753	27.11.2024	£208.31	Maintenance	Energieo Limited	IB	Repairs to streetlighting on Wayground Road
752	24.11.2024	£11.39	Mobile Costs	EE	DD	Office/Grounds Mobile
751	27.11.2024	£450.00	Maintenance	Dorset Electrical Solutions Ltd	IB	Replacement Tennis Courts flood light bulb
750	27.11.2024	£118.46	Maintenance	D&B Mechanical Ltd	IB	Repairs to Sports Pavilion boiler
749	25.12.2024	£22.40	Fire Safety	Chubb Fire Limited	DD	Fire Extinguishers at Grounds Unit
748	03.12.2024	£288.15	Gas Usage	British Gas	DD	Sports Pavilion
747	29.11.2024	£216.64	Electricity Usage	British Gas	DD	Office
746	27.11.2024	£9.98	Materials & Supplies	Amazon Payments UK Ltd.	IB	T45 hex screw
745	27.11.2024	£6.99	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
744	27.11.2024	£30.16	PPE	Amazon Payments UK Ltd.	IB	Gloves for Grounds Team
743	27.11.2024	£27.98	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
742	27.11.2024	£77.93	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
741	27.11.2024	£11.99	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
740	25.11.2024	£2,671.60	PAYE	HMRC	IB	Nov 24 inc back pay
739	25.11.2024	£3,422.22	NIC	HMRC	IB	Nov 24 inc back pay

Accounts for Payment - 26 November 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
738	25.11.2024	£6,212.91	Pension Contributions	DCPF	IB	Nov 24 inc back pay
737	25.11.2024	£16,856.76	Salaries	Central Computer Management Ltd	BACs	Nov 24 inc back pay
660	31.10.2024	£5.00	Postage	Member of Public	IB	Reimbursement for postage paid
154	01.05.2024	£25.00	Bank Charges	The Co-Operative Bank	CHAPS	First instalment of Precept transfer from Co-op to PSDF
<b>TOTAL:</b>		<b>£37,917.03</b>				



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 November 2024

Agenda Item: TC 24/157

Paper: C

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

## Corfe Mullen Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

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

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

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

<b>A</b>	<b>Bank Reconciliation at 31/10/2024</b>		
	Cash in Hand 01/04/2024		590,612.10
	<b>ADD</b> Receipts 01/04/2024 - 31/10/2024		616,948.11
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/10/2024		1,207,560.21
	<b>Cash in Hand 31/10/2024</b> (per Cash Book)		<b>894,287.43</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	31/10/2024	0.00
	Cooperative Current Account	31/10/2024	82,057.68
	Public Sector Deposit Fund	31/10/2024	813,774.73
			<b>895,832.41</b>
	Less unrepresented payments		1,544.98
		894,287.43	
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>		<b>894,287.43</b>	
<b>A = B Checks out OK</b>			

# Corfe Mullen Town Council

20 November 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
609	Office IT & Software	01/10/2024	FA 24/29	Cooperative Current	DD	Monthly Subscription	Newburgh Networks Limite	S	160.00	32.00	192.00
600	Rates	01/10/2024	FA 24/29	Cooperative Current	DD	Rates	Dorset Council	Z	432.00		432.00
599	Rates & Utilities	01/10/2024	FA 24/29	Cooperative Current	DD	Rates	Dorset Council	Z	227.00		227.00
587	VH Reimbursement	01/10/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-1,178.75		-1,178.75
661	CCLA transfers	01/10/2024	CS 24/30	Cooperative Current	CHAPS	Bank Charges	The Co-Operative Bank	Z	25.00		25.00
571	Advertising	03/10/2024	TC 24/109	Cooperative Current	DD	Advertisement	Dorset Council	S	219.40	43.88	263.28
565	Pavilion - Utilities	03/10/2024	TC 24/109	Cooperative Current	DD	Gas Usage	British Gas	L	125.63	6.28	131.91
611	Street Lighting and Furniture	04/10/2024	FA 24/29	Cooperative Current	Card	Materials & Supplies	NBB Recycled Furniture	S	29.30	5.86	35.16
573	Bank Charges	04/10/2024	TC 24/109	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
572	Pavilion - Utilities	06/10/2024	TC 24/109	Cooperative Current	DD	Electricity Usage	British Gas	L	133.71	6.69	140.40
608	Office IT & Software	07/10/2024	FA 24/29	Cooperative Current	DD	IT Support	Newburgh Networks Limite	S	93.75	18.75	112.50
615	Notice Boards & Signs	07/10/2024	FA 24/29	Cooperative Current	IB	Signs	Think Signs Ltd.	S	113.69	22.74	136.43
617	Telephone/Internet	07/10/2024	FA 24/29	Cooperative Current	DD	Monthly Subscription	Buzz Networks Ltd.	S	39.80	7.96	47.76
616	Vehicle Fuel	07/10/2024	FA 24/29	Cooperative Current	DD	Fuel	UK Fuels Limited	S	85.24	17.05	102.29
616	Equipment Fuel	07/10/2024	FA 24/29	Cooperative Current	DD	Fuel	UK Fuels Limited	S	15.92	3.18	19.10
597	Ground Staff Building (premise	09/10/2024	FA 24/29	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	107.50	21.50	129.00
597	Public Toilets	09/10/2024	FA 24/29	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	360.00	72.00	432.00
590	PPE & Uniform	09/10/2024	FA 24/29	Cooperative Current	IB	PPE	Amazon Payments UK Ltd.	S	26.50	5.30	31.80
595	PPE & Uniform	09/10/2024	FA 24/29	Cooperative Current	IB	PPE	Arco Ltd.	S	30.33	6.07	36.40
589	Cleaning Materials & Supplies	09/10/2024	FA 24/29	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	3.16	0.63	3.79
591	Cleaning Materials & Supplies	09/10/2024	FA 24/29	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	5.38	1.08	6.46
604	Cleaning Materials & Supplies	09/10/2024	FA 24/29	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	170.11	34.02	204.13
605	Cleaning Materials & Supplies	09/10/2024	FA 24/29	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	55.85	11.17	67.02
603	Security (Alarm & CCTV)	09/10/2024	FA 24/29	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	600.00	120.00	720.00
606	Employment Services	09/10/2024	FA 24/29	Cooperative Current	IB	Occupational Health	Latus Group (UK) Ltd	S	360.00	72.00	432.00
597	Pavilion - Cleaning & Supplies	09/10/2024	FA 24/29	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	559.00	111.80	670.80
594	Pavilion - Cleaning & Supplies	09/10/2024	FA 24/29	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	66.66	13.33	79.99
592	Pavilion - Cleaning & Supplies	09/10/2024	FA 24/29	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	19.24	3.85	23.09
598	CMVH	09/10/2024	FA 24/29	Cooperative Current	SO	Building Works	42 Construction Ltd	S	16,600.00	3,320.00	19,920.00
593	Maintenance	09/10/2024	FA 24/29	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	17.50	3.50	21.00
614	Street Lighting and Furniture	09/10/2024	FA 24/29	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	71.51	14.30	85.81
614	Street Lighting and Furniture	09/10/2024	FA 24/29	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	173.13	8.66	181.79
588	Bus Shelters	09/10/2024	FA 24/29	Cooperative Current	IB	Bus Shelters	Ace Shelters - eCapital Con	S	6,640.75	1,328.15	7,968.90
503	Youth Centre Revenue Grant	10/10/2024	TC 24/109	Cooperative Current	IB	CMYT Grant	Corfe Mullen Youth Trust	Z	7,641.25		7,641.25

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
624	Chairman's Allowance	11/10/2024	TC 24/132	Cooperative Current	IB	Gift	Daisy Delbridge Ltd	S	41.67	8.33	50.00
645	Remembrance Sunday	14/10/2024	TC 24/132	Cooperative Current	Card	Postage	Post Office Ltd	Z	136.00		136.00
647	Health & Safety Services	15/10/2024	TC 24/132	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
601	Waste & Recycling	16/10/2024	FA 24/29	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	401.45		401.45
622	Utilities	16/10/2024	FA 24/29	Cooperative Current	DD	Water Usage	Waterplus	Z	13.80		13.80
601	Office - Waste Collection	16/10/2024	FA 24/29	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	31.16		31.16
620	Pavilion - Utilities	16/10/2024	FA 24/29	Cooperative Current	DD	Water Usage	Waterplus	Z	27.52		27.52
621	Pavilion - Utilities	16/10/2024	FA 24/29	Cooperative Current	DD	Water Usage	Waterplus	Z	19.74		19.74
601	Pavilion - Waste	16/10/2024	FA 24/29	Cooperative Current	DD	Waste Collection	Dorset Waste Partnership	Z	49.84		49.84
619	Rates & Utilities	16/10/2024	FA 24/29	Cooperative Current	DD	Water Usage	Waterplus	Z	8.54		8.54
618	Water	16/10/2024	FA 24/29	Cooperative Current	DD	Water Usage	Waterplus	Z	122.29		122.29
622	VH Reimbursement	16/10/2024	FA 24/29	Cooperative Current	DD	Water Usage	Waterplus	Z	41.40		41.40
662	Rates & Utilities	16/10/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	5.78		5.78
646	Remembrance Sunday	16/10/2024	TC 24/132	Cooperative Current	Card	Postage	Post Office Ltd	Z	13.60		13.60
34	Utilities	17/10/2024	TC 23/269	Cooperative Current	IB	Utilities	2nd Corfe Mullen Scouts	Z	1,458.04		1,458.04
607	Employment Services	20/10/2024	FA 24/29	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
641	Printing/Postage/Stationery	21/10/2024	TC 24/132	Cooperative Current	IB	Printing	Deos Group.co.uk Limited	S	272.90	54.58	327.48
633	Vehicle Fuel	21/10/2024	TC 24/132	Cooperative Current	DD	Fuel	UK Fuels Limited	S	38.42	7.68	46.10
633	Equipment Fuel	21/10/2024	TC 24/132	Cooperative Current	DD	Fuel	UK Fuels Limited	S	23.08	4.62	27.70
632	PPE & Uniform	23/10/2024	TC 24/132	Cooperative Current	IB	PPE	Trade UK (Screwfix)	Z	22.99		22.99
632	Cleaning Materials & Supplies	23/10/2024	TC 24/132	Cooperative Current	IB	PPE	Trade UK (Screwfix)	S	6.24	1.25	7.49
631	Play Areas	23/10/2024	TC 24/132	Cooperative Current	IB	Materials & Supplies	Redlynch Leisure Installatic	S	47.50	9.50	57.00
629	Staff Training	23/10/2024	TC 24/132	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	58.00		58.00
630	Staff Training	23/10/2024	TC 24/132	Cooperative Current	IB	Training	Institute of Cemetery & Cr	S	145.00	29.00	174.00
642	Staff Training	23/10/2024	TC 24/132	Cooperative Current	IB	Training	Institute of Cemetery & Cr	S	145.00	29.00	174.00
626	Meeting Room Hire	23/10/2024	TC 24/132	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	35.00		35.00
627	Meeting Room Hire	23/10/2024	TC 24/132	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	115.50		115.50
644	Office IT & Software	23/10/2024	TC 24/132	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operatio	S	41.20	8.24	49.44
635	Notice Boards & Signs	23/10/2024	TC 24/132	Cooperative Current	IB	Signs	Think Signs Ltd.	S	49.52	9.90	59.42
636	Printing/Postage/Stationery	23/10/2024	TC 24/132	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	19.41	3.88	23.29
637	Printing/Postage/Stationery	23/10/2024	TC 24/132	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	7.99	1.60	9.59
628	Pavilion - Maintenance	23/10/2024	TC 24/132	Cooperative Current	IB	Maintenance	D&B Mechanical Ltd	S	245.00	49.00	294.00
648	Tools & Equipment	23/10/2024		Cooperative Current	IB	Equipment	Trade UK (Screwfix)	S	116.66	23.33	139.99
648	Tools & Equipment	23/10/2024		Cooperative Current	IB	Equipment	Trade UK (Screwfix)	S	-116.66	-23.33	-139.99
650	Tools & Equipment	23/10/2024	TC 24/132	Cooperative Current	IB	Equipment	Trade UK (Screwfix)	S	166.66	33.33	199.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
649	Play Areas	23/10/2024	TC 24/132	Cooperative Current	IB	Equipment	Sutcliffe Play South West	S	3,617.84	723.57	4,341.41
663	Chairman's Allowance	23/10/2024	CS 24/30	Cooperative Current	Card	Gift	Co-op Food Store	Z	2.00		2.00
657	Recreation/Sports Facility Main	23/10/2024	TC 24/132	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	28.16	5.63	33.79
643	Maintenance	23/10/2024	TC 24/132	Cooperative Current	IB	Maintenance	Maintain UK Drains Limited	S	107.25	21.45	128.70
651	VH Reimbursement	23/10/2024	TC 24/132	Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	38.97		38.97
638	VH Reimbursement	23/10/2024	TC 24/132	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	7.98		7.98
658	VH Reimbursement	23/10/2024	TC 24/132	Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-7.98		-7.98
659	VH Reimbursement	23/10/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-38.97		-38.97
634	Telephone/Internet	24/10/2024	TC 24/132	Cooperative Current	DD	Phone Lines & Broadband	British Telecom plc	S	162.68	32.54	195.22
634	Telephone/Broadband/Mobiles	24/10/2024	TC 24/132	Cooperative Current	DD	Phone Lines & Broadband	British Telecom plc	S	162.68	32.53	195.21
625	Recreation/Sports Facility Main	24/10/2024	TC 24/132	Cooperative Current	IB	Defibrillator	BHF Shops Ltd - British Hei	S	1,469.99	294.00	1,763.99
718	Telephone/Broadband/Mobiles	24/10/2024	CS 24/30	Cooperative Current	DD	Mobile Costs	EE	S	9.49	1.90	11.39
384	Ground Staff Building (premise	25/10/2024	TC 24/109	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.67	3.73	22.40
652	Salaries	25/10/2024	TC 24/132	Cooperative Current	DD	Salaries	Central Computer Manager	Z	13,528.73		13,528.73
686	Health & Safety Services	27/10/2024	CS 24/30	Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
639	Utilities	29/10/2024	TC 24/132	Cooperative Current	DD	Electricity Usage	British Gas	L	162.90	8.14	171.04
656	Contractor Costs	29/10/2024	TC 24/132	Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch	S	1,238.50	247.70	1,486.20
654	PAYE	29/10/2024	TC 24/132	Cooperative Current	IB	PAYE	HMRC	Z	1,755.00		1,755.00
655	National Insurance	29/10/2024	TC 24/132	Cooperative Current	IB	NIC	HMRC	Z	2,417.35		2,417.35
653	Pension	30/10/2024	TC 24/132	Cooperative Current	IB	Pension Contributions	DCPF	Z	4,881.27		4,881.27
660	Printing/Postage/Stationery	31/10/2024		Cooperative Current	IB	Postage	Member of Public	Z	5.00		5.00
<b>Total</b>									<b>67,814.78</b>	<b>7,013.52</b>	<b>74,828.30</b>





RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
240	Allotment Rents	14/10/2024		Cooperative Current	IB	Allotment Rent	Member of Public	Z	-100.00		-100.00
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
228	Tennis Court Fees	14/10/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
244	Allotment Rents	15/10/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	5.96		5.96
243	Tennis Court Fees	15/10/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.50		5.50
245	Pavilion Lounge Hire	17/10/2024		Cooperative Current		Room Hire	Corfe Mullen United Junior	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
247	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
246	Pitch Fees	20/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
248	Pitch Fees	22/10/2024		Cooperative Current	IB	Pitch Fees	Wimborne Magpies U14s g	Z	54.00		54.00
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z	78.00		78.00
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z	78.00		78.00
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
249	Pitch Fees	24/10/2024		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z			
250	Cemetery Fees	25/10/2024		Cooperative Current	IB	Cemetery Fees	Excalibur	Z	105.00		105.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
258	Tennis Court Fees	28/10/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z	135.00		135.00
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
251	Pavilion Lounge Hire	30/10/2024		Cooperative Current		Lounge Hire Fees	Richard Davies	Z			
254	Pitch Fees	30/10/2024		Cooperative Current	IB	Pitch Fees	Rose Kempshall	Z	7.50		7.50
254	Pitch Fees	30/10/2024		Cooperative Current	IB	Pitch Fees	Rose Kempshall	Z	7.50		7.50
255	Cemetery Fees	31/10/2024		Cooperative Current	IB	Cemetery Fees	Co-operative Funeral Servi	Z	107.00		107.00
253	Cemetery Fees	31/10/2024		Cooperative Current	IB	Cemetery Fees	Excalibur	Z	2.00		2.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			
257	Pitch Fees	31/10/2024		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z			

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
252	Tennis Court Fees	31/10/2024		Cooperative Current	IB	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
252	Tennis Court Fees	31/10/2024		Cooperative Current	IB	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
252	Tennis Court Fees	31/10/2024		Cooperative Current	IB	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
252	Tennis Court Fees	31/10/2024		Cooperative Current	IB	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
252	Tennis Court Fees	31/10/2024		Cooperative Current	IB	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
								<b>Total</b>	<b>5,717.00</b>		<b>5,717.00</b>



**Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 14:30 on Tuesday 30 July 2024 in the Small Hall of Corfe Mullen Village Hall**

**Present:** Cllr P Purvis (Chair)  
Cllr S Florek  
Cllr S Jefferies  
Cllr D Sowry-House

**In attendance:** Catherine Horsley (Town Clerk & RFO) – minute taker

The Chair of the Council opened the first meeting of the Staffing Committee in the 2024/25 municipal year.

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

Cllr Sowry-House proposed Cllr Purvis as Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Florek.

Cllr Purvis accepted the position.

It was **RESOLVED** that Cllr Purvis be elected as Chair of the Staffing Committee for the municipal year 2024/25.

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

Cllr Sowry-House proposed Cllr Jefferies as Vice-Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Purvis.

Cllr Jefferies accepted the position.

It was **RESOLVED** that Cllr Jefferies be elected as Vice-Chair of the Staffing Committee for the municipal year 2024/25.

**SS 24/03 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.

The Terms of Reference states quorum shall be three or at least one-third of its members, whichever is greater in accordance with Standing Order no. 4d viii.

**SS 24/04 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

A handwritten signature in blue ink, appearing to be 'C Horsley', is located at the bottom left of the page.

**SS 24/05**      **To Approve minutes of meeting held on 15 April 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 15 April 2024 were **APPROVED**.

**SS 24/06**      **Paper B – To Consider and Review Delegated Powers of the Staffing Committee**

The Clerk presented the report, noting the agenda item was as a result of concerns raised by Cllr Jefferies at the recent Full Council meeting held on 23 July 2024 relating to the process and involvement of the Staffing Committee in the recruitment of the new Deputy Town Clerk.

Cllr Jefferies advised that following her recent attendance of the Dorset Association of Parish & Town Councils (DAPTC) Personnel Committee training for Councillors, it was highlighted that all important staffing decisions should be made by the Staffing Committee, not one Councillor, to negate any future legal proceedings. Cllr Jefferies felt a Staffing Committee meeting should have taken place for the recruitment of the new Deputy Town Clerk with the Committee recommending approval to appoint to the Full Council.

The Clerk reiterated the recruitment process can be time sensitive, with Cllrs Purvis and Sowry-House providing some background to recent staff appointments, the process and the evidence held on file, should any legal proceedings be brought against the Council. The Clerk acknowledged the process should be reviewed to ensure it was fair, open and transparent with Staffing Committee members involved in the recruitment process of all staff.

It was **RESOLVED** for the Clerk to prepare a report to be presented at the next Staffing Committee meeting documenting the recruitment process and to provide copies of the scoring process, interview questions and tasks performed by candidates as part of the new Deputy Town Clerk interview process as examples.

It was **RESOLVED** to review the Staffing Committee Terms of Reference and the Councils Scheme of Delegation following consideration of the recruitment process report at the next Staffing Committee.

Members discussed the scheduling of meetings and felt meetings should be scheduled in the same way as other Committee meetings and approved at the Annual Town Council meeting held in May to ensure dates were diarised for members to be kept updated on staffing related matters. Should no agenda items need to be discussed, the meeting could be cancelled with sufficient notice and would not prohibit additional meetings being scheduled if required.

It was **RESOLVED** to recommend to the Full Council for Staffing Committee meetings to be held bi-monthly, with meetings taking place from October 2024 on the second Thursday of the month at 10:00. The Clerk to update the meetings schedules for 2024 and 2025 accordingly.

**SS 24/07**      **Paper C - To Consider Items in Respect of Staffing Matters**

The Clerk provided updates as follows:



**Grounds Team** – Following the internal advert for the role of Grounds Team Leader, one team member expressed an interest in the role. An informal interview process took place with the Clerk, Deputy Clerk and Chair of Council on 18 June 2024.

It was agreed that the team member was not suitable for the role at the point in time. However, he was an excellent valued team member.

**Recruitment of Deputy Town Clerk** – The role was advertised externally with 18 applications received. Eight applicants were shortlisted for interviews conducted by the Clerk, current Deputy Clerk and the Chair of the Council on 26-27 June 2024.

Of the 8 applicants, 2 applicants stood out with one having more operational experience, particularly grounds maintenance, which was one of the key requirements of the role. The successful candidate, Daryl Pearce was offered the role and following references, was due to commence employment on Monday 5 August 2024 on the agreed terms and conditions. The new Deputy Town Clerk to attend the next Staffing Committee meeting to meet members.

**Officer Recruitment** – Acknowledging the considerable amount of resource time required to support the Council's future projects, particularly the relaunch and development of the Neighbourhood Plan and public consultation for the redevelopment of the Sports Pavilion and Recreation Ground, the Council are aware that a Project Management type role would be required sometime in the future. Following the interviews for the new Deputy Town Clerk, the interview panel felt one of the candidates had the skills set for this type of role with the Council to progress external advertising for the role as soon as possible.

It was **RESOLVED** to recommend to Full Council to 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.

It was **RESOLVED** to recommend to Full Council to commence recruitment of a Community Engagement and Project Officer, full time, 37 hours, Monday to Friday, SCP 22 - £31,364 per annum. Job description and specification shown in Appendix 2.

The update was **NOTED**.

## **SS 24/08 Paper D – To Consider Staff Salaries for 2024/25 Financial Year**

The Clerk presented the report, noting the 2024/25 budget for staff costs allowed for a 6.5% National Pay Award, albeit the final award had yet to be negotiated by the NJC, and was anticipated to be circa 3.5% with one SCP increase should Council wish to review staff salaries.

The Clerk noted the FTE salary of the Senior Administrator should be reviewed as the hourly rate was lower than her direct report, the Senior Youth Support Worker.

The Clerk excluded herself from the meeting whilst members discussed all staff salaries.



Following discussion, the Chair invited the Clerk to return to the meeting. The Chair summarised the Committees discussion, with the Clerk as the RFO reiterating the budget allocated for staffing costs. Members felt all staff should be rewarded to their commitment to the Council and to ensure rates of pay were competitive with neighbouring Town & Parish Councils.

It was **RESOLVED** to recommend to Full Council to increase staff salaries with effect from 1 September 2024 as follows:

- Town Clerk & RFO from SCP 39 to SCP 46 (phased over 2024/25 and 2025/26 financial years)
- Deputy Town Clerk from SCP 26 to SCP 33 on completion of iLCA (equivalent to 75% of Clerks salary, phased over 2024/25 and 2025/26 financial years)
- 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)

**SS 24/09 Matters for forthcoming agendas No decisions can be taken<sup>1</sup>**

Cllr Jefferies questioned the Councils HR provision and whether the use of an HR Consultant when dealing with complex staffing related matters should be considered. The Clerk confirmed the Council pays an annual subscription to Southwest Councils for HR advice and should additional consultancy be required; this should be considered on a case-by-case basis.

The annual appraisal of the Clerk to be carried out by the end of September 2024.

No further items were noted.

**SS 24/10 To Agree a date and time for the next meeting** – The next meeting to be scheduled on Thursday 10 October 2024 at 10:00 in the small hall of the Village Hall.

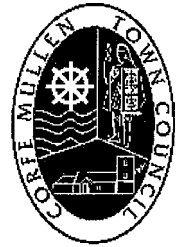
**SS 24/11 Meeting closed at 16:25.**

Signed as a correct record of the meeting.......... Date.....19/11/2024.....

---

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





**Minutes of the Community Services Committee held on Tuesday 13 August 2024 at 19:15  
in the Small Hall of the Village Hall, Towers Way, Corfe Mullen**

**Present:**                   **Councillors**  
S Jefferies (Chair)  
P Cuckston  
J Lortie  
V Papilio

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

**Public Participation**

There were no members of the public present.

**CS 24/15      To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllrs Craven & Sowry-House due to personal commitments and Cllr Holland who was unwell.

Cllr Joyce was not present.

The Clerk confirmed the meeting was quorate in line with Standing Orders 4d (viii).

**CS 24/16      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 Cuckston declared a non-pecuniary interest relating to agenda item no. PC 24/82 – Highways Update, due to being a resident on Hillside Road.

**CS 24/17      Paper A - To Approve minutes of meeting held on 11 June 2024** LGA 1972, sch 12, para 41

Cllr Jefferies requested an update on the drains issue at the Recreation Ground involving the Guide hut. The Clerk confirmed the issue had been resolved with work carried out by Canford Drains to repair the pump at the Grounds Unit. No further contact had been received from the Guides relating to reimbursement of their costs incurred.

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

**CS 24/18      Paper B - To Approve Accounts for Payment**

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £19,363.54.

**CS 24/19      Paper C – To Note Update on Amenities**

The Clerk presented the report, noting the following updates:

- Streetlighting repairs: Enerveo and SSE had both attended the column in Towers Way adjacent to the Co-op car park and confirmed the column had been disconnected and would not take responsibility for the reconnection costs. Costs are unbudgeted.
- Christmas tree: due to be planted in the Autumn at Windgreen. However, consideration to be given to a more permanent fence to deter wildlife from eating tree.
- Outdoor gym equipment: installed and open for use following post installation inspection. Positive comments had been received from members of public with two complaints relating to the location.
- Grounds Unit Utilities: electrician had met with the Scouts to access the Scout Hut to install meter to measure electricity usage of the Grounds Unit and Scout Store. Supporting documentation for outstanding invoice is awaited and remains unpaid.
- Pit Area: resident in Stour View Gardens adjacent to the pit area had reported sightings of rats tunnelling under their fence. Letters have been sent to all residents in Stour View Gardens who back onto the pit area requesting them to try and eliminate food sources to deter infestation.
- Damaged fence post at Recreation Ground adjacent to Dorset Council Farm: contact made with Dorset Council and tenant farmer relating to responsibility for repairs.
- Safety fencing on Recreation Ground boundary with Wimborne Road: installation complete, with positive feedback received from members of the public and neighbouring properties.
- Recreation Ground Compost Bays: Deputy Clerk met with a contractor to provide a quotation to remove green waste and install bays that were fit for purpose to use future compost on Council sites and/or for resident's use.
- Henbury View Play Area Bench: concrete base was complete, with bench due to be re-installed later in the week.
- Henbury View Play Area: repairs, general maintenance and re-painting of fort in progress. Play Area closed whilst work takes place.
- Sports Pavilion: further electrical work required to ensure power remained on for users, due to continual power outages following work to replace RCD main switch.
- Annual Health & Safety Inspection: Deputy Clerk progressing risk assessments for the Grounds Teams activities.
- Parish Tour 2024: schedule of members allocated to areas had been circulated ahead of the meeting. Members to arrange when tours were completed ahead of findings to be presented at the next meeting. Locations for wildflowers to be considered whilst visiting areas.

Members noted the amount of work in progress and frustrations of unbudgeted streetlighting repairs. Discussion took place relating to wildflower planting, particularly at the Recreation Ground. The Deputy Clerk agreed to accompany members during the parish tour of the Recreation Ground with Cllrs Jefferies, Cuckston, Joyce and Papilio scheduled on Thursday 14 August 2024 to consider areas and types of planting.

The update was **NOTED**.

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

- 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.
- 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.

## CS 24/20 Paper D - To Note Update on the Allotments

The Clerk presented the report, noting the following updates:

- Follow up inspections were due to take place w/c 19 August 2024.
- Damaged allotment holders' storage box had been replaced.

Cllrs Jefferies and Cuckston noted they had attended the Allotment Associations social event on Saturday 10 August 2024, which was very enjoyable and informative.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council to **APPROVE** contractor to carry out infill of hoggin on driveway and carparks at a total cost of £360.00+VAT.

## CS 24/21 Paper E – To Consider and Agree How to Proceed with Issues Raised by Corfe Mullen Allotment Association

The Clerk presented the report, noting the items highlighted in red on Appendix 1 required decisions on how to proceed.

Members discussed at length the items raised by the Allotment Association Committee and its members and felt plot holders had the option to elect for self-management of the site and voted against the proposal. Therefore, the Council would continue to manage the site as it saw fit.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council to

- 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 which should remain grass, with plot holders' choice of materials for horizontal paths with effect from 1 April 2025. Responsibilities shown in Appendix 2.
- 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.
- 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 2024 to remain, with increases from £5-10 per plot dependant on size effective from 1 April 2025.
- Balancing pond wildlife project: subject to permission to be obtained from Dorset Council Planning:
  - 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. Example shown in Appendix 3.
  - Allotment Association to cover the cost and installation of additional fencing required and take responsibility for maintaining the wildlife pond and trench/silt trap.
  - To commence work from September 2024.
- Additional 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. Plot 52 to remain a wildflower area in the interim period.

- Additional compost bays at the top of the site: not to be progressed, due to additional costs to the Council and accessibility of machinery for mechanical turning.
- Delivery/use of raw seaweed on the site: permission not provided, due to concerns with the management of delivery, use and possible contamination.

**CS 24/22 Paper E - To Note Update on the Cemeteries**

The Clerk presented the report, noting the following updates:

- Family of the damaged headstone were very appreciative for arranging the repairs to their family headstone at the Councils expense.
- New waste bin had been damaged over the weekend and removed. It was anticipated it could be repaired and reinstalled later in the week.
- Re-seeding of the bank at the edge of the driveway to be retried during September 2024.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council to **APPROVE** purchasing of car park sign in the new cemetery at a total cost of £113.69+VAT.

**CS 24/23 Paper F – To Note Highways Update**

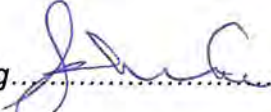
The update was **NOTED**.

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

- Summary of Findings from the 2024 Parish Tour

**CS 24/25 To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 12 November 2024 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

**CS 24/26 Close of Meeting at 20:50.**

Signed as a correct record of the meeting.......... Date 12/11/24.....

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



**Minutes of the meeting of the Planning & Highways Committee held on  
Tuesday 24 September 2024 at 18:30 in the small hall of the Village Hall**

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

**In Attendance:**       Rachel Virrill (Deputy Town Clerk)  
Daryl Pearce (Deputy Town Clerk/Minute taker)

**Public Participation**

There were 13 members of the public present, three of whom wished to speak pertaining to planning application no. P/FUL/2024/05126 – Land adj. 11 Brook Lane Corfe Mullen Wimborne BH21 3RD.

An agent spoke on behalf of the applicant, stating the land was the last undeveloped plot on Brook Lane, which was a vacant overgrown plot with invasive species, noting it was not a high value habitat and encouraged anti-social behaviour to take place. The agent advised that no illegal tree felling had taken place and although seven trees required felling, all seven would be replaced, keeping the total number of trees at 31. The agent noted the applicant was committed to a 39.5% biodiversity gain which would be achieved by clearing invasive species and putting protective measures in place to protect wildlife. The agent was aware of neighbours' concerns regarding flooding issues and intended to work with other agencies to control water flow and minimise flooding.

Two members of the public noted their objections to the proposed development as follows:

- Flooding is a national crisis and for residents of Corfe Mullen, flooding was becoming a more serious issue than it ever has been. The felling of mature and established trees contributes to the problem.
- Young trees were not as efficient at removing water as established trees which required a higher volume of water, therefore felling and replacing seven mature trees with young trees would cause further flooding issues. Dorset Council had declared a climate emergency which should be taken into account.
- The applications drainage strategy states the existing surface water from the site would need to run into the drain on the opposite side of the road on Brook Lane which could result in water run off onto residents' properties. The drains on Brook Lane were already inadequate.
- The agent noting that there were invasive species on the site is misinformation, as there are many native species of trees and hedgerows. The site has a wide range of biodiversity and is a wildlife corridor with many sightings of foxes, badgers, bats and other species.
- The resident who lives very close to the site has never seen any evidence of anti-social behaviour at the location.
- Development of the site was previously refused and with four properties currently for sale close by the resident felt there was no current need for more development.

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

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

**PC 24/111 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Papilio who was unwell. Cllr P Cuckston was not present.

**PC 24/112 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

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

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

Cllr Hardy declared a non-pecuniary interest due to his role as Chair of Dorset Catchment Partnerships.

**PC 24/113 Paper A - To Approve minutes of meeting held on 10 September 2024** LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 10 September 2024.

**PC 24/114 Paper B – To Note Planning Decisions Report** – decisions between 4 September 2024 – 18 September 2024

The planning decisions report was **NOTED**.

*Following representations from members of the public, the Chair proposed considering item PC 24/115 – Application No: P/FUL/2024/05126 – Land adj. 11 Brook Lane in the first instance.*

**PC 24/115 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services:**

**Application No:** P/FUL/2024/05126

**Location:** Land adj. 11 Brook Lane Corfe Mullen Wimborne BH21 3RD

**Proposal:** Erect a detached dwelling with associated parking and access.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=408420>

Members discussed the impact on habitats and biodiversity, particularly the known wildlife on the site including foxes, badgers, extensive bat populations, birds and insects. Concerns were noted relating to the removal of established mature trees which were more efficient than new trees in terms of flooding risks.

Cllr Hardy felt the application was well-presented and addressed the flooding issues.

Members voted, with Cllr Hardy voting in support of the application, Cllrs Neil, Holland and Bonham voted to strongly object the proposal. Cllrs Sowry-House and Florek abstained.

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

**Application No:** P/HOU/2024/05023  
**Location:** 31 Rectory Avenue Corfe Mullen Wimborne BH21 3EZ  
**Proposal:** Single store rear extension - revised scheme, pitched roof to front projection.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=408301>

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

**Application No:** P/HOU/2024/05047  
**Location:** 68 Phelipps Road Corfe Mullen BH21 3NW  
**Proposal:** Demolish existing conservatory, form new single storey rear and side extension with flat roof, with internal alterations.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=408327>

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

**Application No:** P/HOU/2024/05010  
**Location:** 127 Wareham Road Corfe Mullen BH21 3JZ  
**Proposal:** Raise roof of existing dwelling to create additional first floor accommodation, with ground and first floor extensions. Conversion of existing garden building to annexe accommodation, with single storey extensions. (Amended description)  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=408288>

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

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

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

**PC 24/116 To Note Tree Preservation Order Application received from Dorset Council:**

**Application No:** TPO/2024/0060  
**Location:** Land at Glendon, Brog Street, Corfe Mullen.  
**Trees Specified:** Group G1 – London Plane x5

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

**PC 24/117 Verbal – To Note Highways Update**

Cllr Sowry-House noted a meeting and site visits to Wimborne Road and Blandford Road adjacent to Lockyers School had taken place with the Dorset Council Highways Technical Team Leader on 16 September 2024. A more comprehensive update would be provided at the following Full Council meeting where all members would be present.

The update was **NOTED**.

**PC 24/118 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

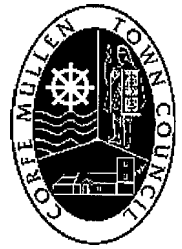
<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

**PC 24/119 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 8 October 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/120 Close of Meeting at 19.15**

Signed as a correct record of the meeting  Date 22-10-24.





**Minutes of the meeting of the Planning & Highways Committee held on  
Tuesday 8 October 2024 at 18:30 in the small hall of the Village Hall**

**Present:**                   **Councillors**  
P Neil (Chair)  
P Cuckston  
S Florek  
L Hardy  
A Holland  
V Papilio  
D Sowry-House

**In Attendance:**       Rachel Virrill (Deputy Town Clerk)  
Daryl Pearce (Deputy Town Clerk/Minute taker)

**Public Participation**

There were no members of the public present.

**PC 24/121    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Bonham due to a prior commitment. Cllr A Joyce was not present.

**PC 24/122    To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

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

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

**PC 24/123    Paper A - To Approve minutes of meeting held on 24 September 2024** LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 24 September 2024, subject to an amendment to PC 24/115 – to consider and comment on householder planning application received from Dorset Council Planning Services, Application P/FUL/2024/05126:

The minutes should state the following:

Cllr Hardy felt the application was well-presented and addressed the flooding issues.

**PC 24/124    Paper B – To Note Planning Decisions Report** – decisions between 18 September 2024 – 2 October 2024

The planning decisions report was **NOTED**.

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

**PC 24/125 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services:**

**Application No:** P/HOU/2024/05305  
**Location:** 22 Central Avenue Corfe Mullen BH21 3JD  
**Proposal:** Proposed glass balustrade to provide guarding to existing flat roof area on second floor of residence.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=408614>

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

**PC 24/126 To Consider and Comment on Variation of Condition received from Dorset Council Planning:**

**Application No:** P/VOC/2024/05431  
**Location:** 12 Beacon Road Corfe Mullen BH18 9JN  
**Proposal:** Raise and extend roof to create first floor habitable accommodation, two storey side and rear extensions and internal alterations (with variation of condition 2 of PP P/HOU/2021/04059 to allow inclusion of an additional window to provide a means of escape in-case of fire and ventilation so the room to be used for its intended purpose)

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=408755>

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

**PC 24/127 To Note Prior Approval – Larger Home extension for information purposes only received from Dorset Council Planning:**

**Application No:** P/PALH/2024/05430  
**Location:** 21 Hillside Road Corfe Mullen BH21 3SA  
**Proposal:** Erect single storey rear extension to extend 8.0 metres beyond the rear wall of the original dwelling house. Maximum height 2.70 metres.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=408754>

The prior approval was **NOTED**.

**PC 24/128 To Note Tree Works Application received from Dorset Council:**

**Application No:** P/TRT/2024/05188  
**Location:** 23 Orchard Close Corfe Mullen BH21 3TW  
**Proposal:** 0659A Sycamore: Fell. 0659B Sycamore: Fell.

The tree works application was **NOTED**.

**PC 24/129 To Note Tree Preservation Order Application received from Dorset Council:**

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

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

**Application No:** TPO/2024/0047



**Location:** Land of 2 Hanham Road, Corfe Mullen  
**Trees Specified:** T1 – Oak, T2 – Beech, T3 – Beech, T4 – Beech, T5 - Beech

The Tree Preservation Order applications were **NOTED**.

**PC 24/130 Verbal – To Note Highways Update**

The Deputy Town Clerk (RV) provided an update, noting that requests for additional bus shelters on Wareham Road, near South Road and Lockyer's Road had been requested. Members of the public had been signposted to the Community Highways Request Policy on the Town Council website.

Cllr Hardy suggested a link to the paper copy of the Highways Update could be provided via a link when the agenda states a verbal update will be provided. The Deputy Clerk advised that the most up-to-date copy of the Highways Update can be found on the website under Planning and Highways Committee agendas.

The update was **NOTED**.

**PC 24/131 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**PC 24/132 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 22 October 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/133 Close of Meeting at 18.45**

Signed as a correct record of the meeting  Date 22-10-24

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



**Minutes of the meeting of the Planning & Highways Committee held on  
Tuesday 22 October 2024 at 18:30 in the small hall of the Village Hall**

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

**In Attendance:**       Rachel Virrill (Deputy Town Clerk)  
Daryl Pearce (Deputy Town Clerk/Minute taker)

**Public Participation**

There were two members of the public present, who did not wish to speak.

**PC 24/134    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Neil who had a prior work commitment and Cllr A Holland due to personal circumstances.

**PC 24/135    To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

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

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

**PC 24/136    Paper A - To Approve minutes of meeting held on 8 October 2024** LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 8 October 2024.

**PC 24/137    Paper B – To Note Planning Decisions Report** – decisions between 2 October 2024, – 16 October 2024

The planning decisions report was **NOTED**.

**PC 24/138    To Note Certificate of Lawfulness received from Dorset Council Planning:**

**Application No:**       P/CLE/2024/05884  
**Location:**             Hope Farm Mill Street Corfe Mullen BH21 3RQ

A handwritten signature in black ink, appearing to be 'D. Pearce', is written over the location information.

**Proposal:** Certificate of Lawfulness for the erection of a rural building along the western boundary of the site at Hope Farm, Mill Street, Corfe Mullen, Dorset, BH21 3RQ  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409251>

Members **NOTED** the Certificate of Lawfulness. However, expressed their disappointment that the application typically required planning consent and that previously the Council had raised multiple strong objections due to the site's proximity to St Huberts church. Town Council to pursue further discussions on this matter with Dorset Council Planning.

**PC 24/139 To Note Tree Works Application received from Dorset Council:**

**Application No:** P/TRT/2024/05188  
**Location:** 23 Orchard Close Corfe Mullen BH21 3TW  
**Proposal:** 0659A Sycamore: Fell. 0659B Sycamore: Fell.

The tree works application was **NOTED**.

**PC 24/140 To Note Tree Preservation Order Application received from Dorset Council:**

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

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

**PC 24/141 Verbal – To Note Highways Update**

The Deputy Town Clerk (RV) provided an update as follows:

- Community Highways Request Policy: published on the Town Council website and to be shared on social media. A member of the public had been signposted to the policy as a result of a request received for double yellow lines on Froud Way.
- Highways Schedule - item 12: Dorset Council Community Highways Officer confirmed the line markings on the roundabout at Hillview Post Office had faded enough to consider remarking. Cllr Purvis to meet with the Dorset Council Highways Officers to discuss realigning the markings.

The update was **NOTED**.

**PC 24/142 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.


Cllr. Sowry-House informed members that he had been contacted by residents at Windgreen Gardens, who raised concerns relating to the boundary fence between their properties and the Recreation Ground. Specifically, dogs were able to pass through to their properties. Town Council to write to the management company, Remus to remind them of their legal obligations to maintain their boundaries.

Cllr Hardy queried if an email had been sent to Vikki Slade MP to show support for her campaign to improve the local parking policy. The Deputy Clerk confirmed this would be followed up.

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

**PC 24/143 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 12 November 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/133 Close of Meeting at 18.49**

Signed as a correct record of the meeting..........Date.....*12th November 2024*.....



**Minutes of the Meeting of Finance & Administration Committee held at 19:00  
on Tuesday 8 October 2024 in the small hall of the Village Hall**

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

**In Attendance:** Rachel Virrill (Deputy Town Clerk)  
Daryl Pearce (Deputy Town Clerk – Minute taker)

**Public Participation**

There were no members of the public present.

**FA 24/26 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Craven who was unwell. Cllr Joyce was not present.

**FA 24/27 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**FA 24/28 Paper A - To Approve minutes of meeting held on 9 July 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 9 July 2024 were **APPROVED**.

**FA 24/29 Paper B - To Approve Accounts for Payment**

The accounts for payments totalling £41,388.10 were **APPROVED**.

**FA 24/30 Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 September 2024**

Members **RECEIVED** and **NOTED** the budget monitoring report for the quarter ending 30 September 2024.

**FA 24/31 Paper D – To Review and Approve Fund Transfers**

The fund transfers were **APPROVED**.

**FA 24/32 Paper E - To consider Small Grants Programme Applications**

The Chair presented the report, noting the budget of £8500 for the Small Grants Programme in the 2024/25 financial year.

It was noted the report should read Corfe Mullen Food Bank had received a small grant of £150 from the Town Council in the 2023/24 financial year, rather than St Nicholas Church.

Organisation	Requested £	Recommended to Full Council £
Corfe Mullen Foodbank	£536.10	<b>£536.10</b>
Corfe Mullen United Juniors Football Club	£1700.00	<b>£850.00</b>
Vision Wimborne Dial-a-ride	£250.00	<b>£250.00</b>
Corfe Mullen Home Watch	£2750.00	<b>£1000.00</b>
Planet Wimborne	£200.00	<b>£200.00</b>
Legs & Company Leg Club	-	<b>£2000.00</b>
Victim Support	£200.00	<b>£200.00</b>
Women's Institute (WI)	£300.00	<b>£200.00</b>
Mosaic	£600.00	<b>£600.00</b>
Corfe Mullen Carnival	£3415.00	<b>£1000.00</b>
Corfe Mullen Carnival (Father Christmas Evening Parade)	£350.00	<b>£350.00</b>
Corfe Mullen 5km run and Children's one-mile fun run	£600.00	<b>£450.00</b>
<b>TOTAL:</b>	<b>£10,901.10</b>	<b>£7636.10</b>

Members discussed each application with comments noted as follows:

- Corfe Mullen Food Bank: Members noted the detailed breakdown of costs on the grant application form and felt this was an important charity to support.
- Corfe Mullen United Junior Football Club: Members felt there were sufficient funds in the club accounts to cover training costs. Members were in support of grant funding towards equipment costs and noted they would consider further grants during 2025/26 finance year on the basis a breakdown of costs was provided.
- Corfe Mullen Home Watch: Members noted the great work in raising the profile of Corfe Mullen Home Watch since the 2023/24 grant funding.
- Legs & Company Leg Club: Members noted the importance of supporting Legs & Company which relies on grant funding to provide the invaluable service to its clients.
- Corfe Mullen Carnival & events: Members noted the events were the highlight for many residents and should be supported by the Town Council both via grant funding and during the events.

Members noted an application had not been received from Citizens Advice this year and queried whether this was an oversight. It was felt the advice bus service was well used and members wanted to ensure Corfe Mullen residents had continual use of the service. An email to be sent to Citizens Advice advising of the next round of grants available.

It was **RESOLVED** to recommend to Full Council to award grants totalling £7636.10, with a balance of £863.90 remaining available for any future grant funding applications during the 2024/25 financial year.

**FA 24/33 Paper F - To Consider Budget items for the 2025/26 Financial Year**

The Chair presented the report with members comments noted as follows:



- Additional items for consideration to include a shelter at Corfe Mullen Recreation Ground skate park, IT equipment to enable Council meetings to be live streamed and a safer pedestrian/cycle route between Corfe Mullen, Lytchett Minster and Upton.
- Future budgets should include a commitment to fund Corfe Mullen Youth Trust and Corfe Mullen Village Hall staff salaries.
- Budget allocated for the Small Grants Programme fund should be increased in the 2025/26 financial year in order to offer grant funding opportunities twice yearly, in June and September.
- All committees should consider items to include in the 2025/26 financial year budget.

It was **RESOLVED** to recommend to Full Council the items listed in Paper F to be included in the draft 2025/26 financial year budget.

The report was **NOTED**.

**FA 24/34 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**FA 24/35 To Agree a date and time for the next meeting** – Due to the absence of the Clerk & RFO, an extra-ordinary meeting will be held on Tuesday 19 November 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**FA 24/36 Close of Meeting at 20.37**

Signed as a correct record of the meeting..... *J. Lotte* Date..... *19/11/24*

---

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



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 26 November 2024**

**Agenda Item: TC 24/159**

**Paper: E**

<b>Subject:</b>	To Approve Quotation for Tree Works Across Town Council sites
<b>Prepared By:</b>	Daryl Pearce, Deputy Town Clerk
<b>Purpose of Report:</b>	For members to approve essential tree works at various locations across Town Council sites.
<b>Background:</b>	<ul style="list-style-type: none"> <li>• <b>Location 1: - Grounds Unit:</b> Residents on Old Rectory Close have expressed concerns with two conifer trees in the Grounds Unit compound adjacent to their boundary due to overshadowing and/or safety should the trees fall. Upon investigation the roots of the trees appear to have grown into a chamber adjacent to a manhole cover in the Grounds Unit compound.</li> </ul> <p style="margin-left: 40px;">There are also two sweet chestnut trees requiring crown reduction due to cracks in adjoining limbs leaning towards the Grounds Unit.</p> <ul style="list-style-type: none"> <li>• <b>Location 2 - Recreation Ground:</b> One dead cherry tree adjacent to Grounds Unit (cricket nets side) to be removed.</li> <li>• <b>Location 3 - Springdale Road Open Space:</b> Dorset Council have written an advisory letter to Dorset Trust for Nature Conservation forwarded by Dorset Wildlife Trust to the Town Council, stating 'a recent inspection of the bus route has identified low-hanging branches and tree limbs that could obstruct the passage of double decker buses. To prevent any disruption and maintain safety for all passengers, we kindly request that owners or occupiers arrange for these branches and limbs to be cut back'.</li> </ul>
<b>Key Points:</b>	<p>Scope of Work:</p> <ul style="list-style-type: none"> <li>• <b>Location 1: - Grounds Unit:</b> 2 Conifers – to be felled to ground level Sweet Chestnut (ID Tag 0032) 1m crown reduction Sweet Chestnut (ID Tag 0033) Pollard to specific points</li> <li>• <b>Location 2 - Recreation Ground:</b> Cherry Tree – Felled to ground level.</li> </ul> <p><b>Total cost of £1200.00+VAT</b></p> <ul style="list-style-type: none"> <li>• <b>Location 3 - Springdale Road Open Space:</b> To crown raise a total of 9 trees with overhanging limbs to 5.2m and clear branches near BT phone lines.</li> </ul> <p><b>Total cost of £1764.00+VAT</b></p> <p><i>Further investigations into what the chamber adjacent to manhole cover in the Grounds Unit compound is for.</i></p>

	<p><i>Proposed tree works in addition to previous tree works carried out as part of the remedial actions from the 3 yearly tree survey across all Town Council sites.</i></p>
<p><b>Implications:</b></p>	<ul style="list-style-type: none"> <li>• The Highways Act 1980 requires owners of trees adjacent to the highway to take appropriate care of them to ensure safe passage along the highway.</li> <li>• The Town &amp; Country Planning Act 1990, in conjunction with Planning Policy Guidance notes, Circulars and Supplementary Guidance issued by Central Government, informs and empowers local government in the care and management of trees.</li> <li>• The Occupiers Liability Act 1984 requires landowners to take reasonable care of trees to ensure the safety and duty of care to people entering the land.</li> <li>• Health &amp; Safety at Work Act 1974 (s.3) places a requirement on employers to take reasonable care to ensure the health and safety of third parties, as well as employees. Reasonable care can be defined as having an effective management system for the care of trees in place.</li> <li>• Town Council owned trees have no specific legal protection, other than being owned by the Council, however, where trees grow within a designated Conservation Area, they benefit from the same protection as any other tree under the Town &amp; Country Planning Act 1990. There are also a limited number of trees owned by the Town Council that are subject to Tree Preservation Orders under Section 198 of the Town &amp; Country Planning Act 1990.</li> <li>• There is a legal requirement to ensure that trees do not cause direct damage to property by means of physical contact.</li> <li>• <b>Location 1: - Grounds Unit:</b> Risk of tree roots causing further damage to chamber adjacent to manhole cover. Sweet Chestnuts have some evidence of cracks in the limbs that are leaning towards the Grounds Unit. These limbs are considerable in size and weight, causing damage to the building and staff if they were to split completely.</li> <li>• <b>Location 2 - Recreation Ground:</b> The cherry tree is completely dead which does pose a risk due to the tree's stability.</li> <li>• <b>Location 3 - Springdale Road Open Space:</b> As the lease holder it is the Town Council's responsibility to ensure trees and vegetation are maintained to meet clearance requirement on Springdale Road.</li> </ul> <p><b>Budget Available as at 20/11/2024:</b>  Exceptional &amp; Capital for Tree Survey Remedial Actions remaining balance of £2750.  Recreation/Sports Facility Maintenance remaining budget of £6516.74.</p> <p>Contractor to seek approval from the Arboriculture Team at Dorset Council prior to any tree works progressing.</p>
<p><b>Recommendation:</b></p>	<p>To approve contractor to carry out essential tree works totalling £2964 +VAT.</p>



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 26 November 2024**

**Agenda Item: TC 24/160**

**Paper: F**

<b>Subject:</b>	To Approve the Recommendations from the Community Services Committee
<b>Prepared by:</b>	Catherine Horsley, Town Clerk
<b>Purpose of Report:</b>	To Approve the recommendations made at the Community Services Committee meeting held on 12 November 2024.
<b>Background:</b>	The Community Services Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
<b>Key Points:</b>	<p>It was RESOLVED to recommend for approval by Full Council the following items:</p> <p><b>CS 24/31 – Amenities Update:</b></p> <ul style="list-style-type: none"> <li>• Gully cleaning on all Town Council sites at a total cost of £768.40+VAT with any additional removal of waste charged at £95.00+VAT per tonne.</li> <li>• To proceed with obtaining tree works quotes for the Community Orchard, outside Sports Pavilion (cricket nets side), Grounds Unit Compound and Springdale Road Open Space.</li> <li>• To proceed with the Woodland Trust native tree application for further sapling donations.</li> <li>• To advise Dorset Wildlife Trust relating to replacement tick and adder signage at Springdale Road Open Space.</li> <li>• Clerk to review archive documentation relating to Town Councils responsibility of streetlighting on Pine and Wayground Road.</li> <li>• Public consultation of the Sports Pavilion and Recreation Ground Redevelopment Project to commence in the new year with key stakeholders split into smaller groups.</li> </ul>
<b>Implications:</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety issues.</li> <li>• Negative publicity for the Council.</li> <li>• Expenditure in line with 2024/25 financial year budget.</li> <li>• Tree planting meets one of the Town Councils objectives towards its declaration of a climate emergency.</li> <li>• Council must commence public consultation for the Sports Pavilion and Recreation Ground redevelopment project in order to demonstrate use of public funds and s.106 agreement.</li> </ul>

<b>Recommendation:</b>	To APPROVE the recommendations from the Community Services Committee meeting held on 12 November 2024.
------------------------	--



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 26 November 2024**

**Agenda Item: TC 24/161**

**Paper: G**

<b>Subject:</b>	To Approve the Recommendations from the Extra-Ordinary Finance & Administration Committee
<b>Prepared by:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To Approve the resolutions made at the Finance & Administration Committee meeting held on 19 November 2024.
<b>Background:</b>	The Finance & Administration Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
<b>Key Points:</b>	<p>It was RESOLVED to recommend APPROVAL to the Full Council the following items:</p> <ul style="list-style-type: none"> <li>• FA 24/40 - Small Grants Programme Application: To award a small grant to the Citizens Advice East Dorset &amp; Purbeck totalling £1800.</li> </ul> <p><i>Note: Small grant of £2000 awarded to Legs and Company Leg Club not proceeded with due to closure of club. Grant monies from 2023/24 financial year due to be returned in the new year, following closure of financial accounts.</i></p> <ul style="list-style-type: none"> <li>• FA 24/41 – Approve Risk Management Strategy &amp; Schedule shown in Appendix 1.</li> <li>• FA 24/42 - Approve Records Management &amp; Retention Policy shown in Appendix 2.</li> <li>• FA 24/43 - Approve transfer of £80,000 from general reserves to earmarked reserves for the Sports Pavilion Refurbishment/Rebuild Project.</li> <li>• FA 24/44 – Note CIL receipts totalling £15,271.11 and Section 106 Receipts totalling £204,848.02.</li> </ul> <p>To obtain quotations to purchase a replacement ‘see saw’ play equipment at the Recreation Ground, funded by CIL receipts.</p> <p>To obtain quotations and designs for a typographical board to be located by the outdoor gym equipment at the Recreation Ground overlooking the Stour Valley, funded by CIL receipts.</p> <ul style="list-style-type: none"> <li>• FA 24/45 - Approve Sports Fees for 2025/26: Increase of 5% to tennis, football and cricket club’s sports fees effective from 1 April 2025 to 31 March 2026.</li> </ul> <p>No increase on the current fee of £7.50 per tennis court per hour for casual tennis users effective from 1 April 2025 to 31 March 2026.</p>

	<p>No increase on the fee of £5.50 per tennis court per hour for approved coaches effective from 1 April 2025 to 31 March 2026.</p> <p>Increase of 5% for the early learning provider, Mini Munchkins use of the sports pavilion/storage at a daily fee of £84, Monday to Friday 8am-6pm term time only effective from 1 April 2025 to 31 March 2026.</p> <p>£15.50 per hour to hire the sports pavilion lounge effective from 1 April 2025 to 31 March 2026.</p> <ul style="list-style-type: none"> <li>• FA 24/46 - Approve Cemetery Charges and Regulations for 2025/26: Increase of £2 per Cemetery charges and regulations for 2025/26 with no fee for non-residents/residents to inter the body of a child whose age at the time of death did not exceed 12 years.</li> </ul> <p><i>Note: It was resolved at the Full Council meeting held on 19 December 2023 to remove fee for residents to inter the body of a child whose age at the time of death did not exceed 12 years.</i></p> <ul style="list-style-type: none"> <li>• FA 24/47 - Approve Allotment Rents Effective from 1 April 2026: Increase of 5% rounded up to the nearest pound of the annual allotment rents effective from 1 April 2026 as follows: <ul style="list-style-type: none"> <li>• Full plot (125 sqm) - £37</li> <li>• Half plot (62.5 sqm) - £19</li> <li>• Raised bed - £16</li> <li>• Starter plot (31 sqm) - £16</li> </ul> </li> <li>• FA 24/48 – Note the national pay award for local government services employees for the 2024/25 financial year effective from 1 April 2024.</li> <li>• FA 24/49 - Approve Staff Salaries for the 2025/26 Financial Year: Set the 2025/26 financial year budget to include a potential increment rise in addition to a 6% provision for the National Pay Award 2025/26.</li> </ul>
<b>Implications:</b>	Failure to approve the recommendations from the Finance & Administration Committee would result in unlawful decisions and the Council not compliant with its financial regulations.
<b>Recommendation:</b>	To APPROVE the recommendations from the Extra-Ordinary Finance & Administration Committee meeting held on 19 November 2024.



# **Corfe Mullen Town Council**

## **Risk Management Strategy**



## RISK MANAGEMENT STRATEGY

### 1 Introduction

1.1 This document sets out the Council's Risk Management Strategy.

- What is risk management
- Why does the Council need a risk management strategy
- What is the Council's philosophy on risk management
- What is the risk management process
- Roles and responsibilities
- Future monitoring

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice

### 2 What is Risk Management?

2.1 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5).

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories, the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

- **Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse-case scenario Government intervention.
- **Compliance Risk** - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

- **Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.
  - **Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.
- 2.4 Not all these risks are insurable and for some, the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can relate to missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### **3 Why does the Council need a Risk Management Strategy?**

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees/service areas understand risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit (England) Regulations 2011 to establish and maintain a systematic strategy, framework and process for managing risk.

### **4. Risk Management Policy Statement**

- 4.1 Corfe Mullen Town Council recognises that it has a responsibility to manage risks effectively to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.
- 4.2 The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Council's management processes.

## 5. Implementing the Strategy

### 5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists.
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring.
- **Transfer** – the financial impact is passed to others e.g., by revising contractual terms.
- **Sharing** - the risk is shared with another party.
- **Insuring** - insure against some or all the risk to mitigate financial impact; and
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

### 5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

### 5.3 Risk Management System

- **Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.
- **Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

- **Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the impact of the impact if it did, based upon the scoring identified in the Risk Management Schedule Risk Matrix.

## 6. Roles and Responsibilities

- 6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place. The process must be driven from the top but must also involve employees throughout the organisation.
- 6.2 Elected Members – risk management is seen as a key part of the Elected Member’s role and there is an expectation that Elected Members will lead and monitor the approach adopted, including:
- a) Approval of the Risk Management Strategy
  - b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
  - c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
  - d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.
- 6.4 Clerk – will be responsible for overseeing the implementation of the Risk Management Strategy and will:
- a) provide advice as to the legality of policy and service delivery choices
  - b) provide advice on the implications for service areas of the Council’s corporate aims and objectives
  - c) update the Council on the implications of new or revised legislation
  - d) assist in handling any litigation claims
  - e) provide advice on any HR issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury
  - f) advise on any health and safety implications of the chosen or proposed arrangements for service delivery

- 6.5 Responsible Finance Officer (RFO) – as the Council’s section 151 Officer the Clerk will:
- a) assess and implement the Council’s insurance requirements
  - b) assess the financial implications of strategic policy options
  - c) provide assistance and advice on budgetary planning and control
  - d) ensure the Council’s financial procedures allows effective budgetary control
  - e) maintain the Council’s Risk Management Schedule
- 6.6 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.
- 6.7 Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud. Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.
- 6.8 Finance & Administration Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by Committee and shall make recommendations for its adoption to Full Council.
- 6.9 Training – Risk Management training will be provided to Elected Members and employees through a variety of mediums. The aim will be to ensure that both Elected Members and employees have the skills necessary to identify, evaluate, and control the risks associated with the services they provide.
- 6.10 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.
- 7. Future Monitoring**
- 7.1 Review of Risk Management Strategy will be carried out annually.
- 8. Conclusion**
- 8.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

## Corfe Mullen Town Council Risk Management Schedule

### RISK MANAGEMENT

#### Notes

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed.

- Identify the areas to be reviewed
- Identify what the risk may be and level of risk
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

#### Key

L = low risk

M = medium risk

H = high risk

## ASSESSMENT OF RISK

Each risk identified will be objectively assessed in terms of its 'likelihood' and 'impact' upon the Council.

### Likelihood

		Probability	Frequency
4	Almost Certain	>90%	Frequent Occurrence
3	Likely	>60%	Regular Occurrence
2	Possible	>10%	Occasional Occurrence
1	Unlikely	<10%	Has never occurred

### Impact

		Risk Threat
4	Major	<ul style="list-style-type: none"> <li>Financial Impact &gt;£400,000</li> <li>Fatality/life-changing injuries to staff or public/regulatory intervention – prosecution/service disruption/extensive legal proceedings against the Council.</li> </ul>
3	Serious	<ul style="list-style-type: none"> <li>Financial Impact &gt;£200,000</li> <li>Adverse media attention/public complaints/adverse findings by auditors -ICO- Ombudsman/significant service disruption/project delivery delayed or suspended/legal action.</li> </ul>
2	Significant	<ul style="list-style-type: none"> <li>Financial Impact &gt;£50,000</li> <li>Adverse service-user complaints/Some service disruption/Minor injuries or “near-misses” to staff and public</li> </ul>
1	Minor	<ul style="list-style-type: none"> <li>Financial Impact less than £5,000/isolated complaints/Minor service disruption.</li> </ul>

### Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4

### Impact

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Advice	Inability to seek guidance and advice	1	2	L	<ul style="list-style-type: none"> <li>Continue with subscription/membership of NALC<sup>1</sup>, DAPTC<sup>2</sup> and SLCC<sup>3</sup>.</li> <li>Continue contracts with Southwest Councils (HR) and Peninsula (H&amp;S) consultants.</li> <li>Continue with subscription of ICCM<sup>4</sup>.</li> </ul>	Procedures in place.
Allotments	Day to day management of site	1	1	L	<ul style="list-style-type: none"> <li>Day-to-day management remains with the Council.</li> <li>Continue good working relationship with the Allotment Association.</li> </ul>	Procedures in place.
Allotments	Increase in net expenditure	2	1	L	<ul style="list-style-type: none"> <li>Annual budget including income from plot rents to cover costs to the Council for the day-to-day management of site.</li> <li>Most other expenditure can be dealt with by budget setting and monitoring process.</li> </ul>	Procedures in place.
Allotments	Liability	2	2	M	<ul style="list-style-type: none"> <li>Insured risk and insurance adequate to cover the Councils responsibilities. Copies of all insurance policies applicable to the site held on file.</li> <li>Allotment Association are members of the NAS<sup>5</sup> providing personal liability insurance for plot holders along with third party insurance for their communal shed and contents.</li> </ul>	Insurance reviewed annually.
Allotments	Damage to plot holders' equipment and/or produce	2	1	L	<ul style="list-style-type: none"> <li>Grounds Team made aware of taking care when using machinery in and around allotment plots.</li> <li>Any damage occurred to be reported to the Deputy Clerk who will contact the plot holder.</li> <li>Sufficient budget to be allocated should damage occur.</li> </ul>	Procedures in place.
Allotments	Potential risk of drowning in water troughs	2	1	L	<ul style="list-style-type: none"> <li>All water troughs fitted with lids.</li> <li>Balancing pond fenced off to provide an awareness of danger from drowning.</li> </ul>	Procedures in place.

<sup>1</sup> National Association of Local Councils

<sup>2</sup> Dorset Association of Parish & Town Councils

<sup>3</sup> Society of Local Councils & Clerks

<sup>4</sup> Institute of Cemetery and Crematorium Management

<sup>5</sup> National Allotment Society



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
	and/or balancing pond				<ul style="list-style-type: none"> <li>Allotment Association to take responsibility of the project to develop the balancing pond to become a wildlife pond/haven. Fencing to be enlarged as part of the project.</li> </ul>	
<b>Assets</b>	Failure to recognise assets held	1	1	L	<ul style="list-style-type: none"> <li>Asset register to be maintained and updated utilising the accounting software, Scribe.</li> <li>Assets over £250 to be included on Register as per guidance on recent Internal Audit Report.</li> <li>Inventory of Grounds Team equipment reviewed annually.</li> </ul>	Procedures in place.
<b>Assets</b>	Security of buildings, equipment etc	2	2	M	<ul style="list-style-type: none"> <li>Council office - secure locks, CCTV, burglar and fire alarms. Continue with annual/6-monthly maintenance checks carried out by an external contractor.</li> <li>Grounds unit - secure locks/compound, CCTV and burglar alarm. Burglar alarm linked with external security, K9 Security, who also check site daily. Continue with annual maintenance checks and security checks carried out by external contractors.</li> <li>Sports Pavilion - secure locks, CCTV and fire alarm. Access to building via keypads. Continue with annual/6-monthly maintenance checks carried out by an external contractor. Padlock/access codes to all sites/buildings to be changed regularly, monthly/quarterly where applicable.</li> </ul>	Procedures in place.
<b>Assets</b>	Theft, damage or vandalism of Council assets	2	3	M	<ul style="list-style-type: none"> <li>Vehicles and equipment kept locked when not in use/unattended.</li> <li>Grounds team truck parked in the Village Hall car park overnight in sight of the CCTV.</li> <li>Grounds team gator kept in locked/alarmed store in sight of the CCTV.</li> <li>Grounds Team equipment and trailer (with hitch lock) kept in locked/alarmed store and/or compound in sight of CCTV.</li> </ul>	Procedures in place. Annual review of staff driving licences at vehicle insurance renewal.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>• Grounds Team reminded of their responsibilities in respect of driving Council vehicles as part of their contract of employment and staff handbook.</li> <li>• Sports Pavilion users only have access to specified areas. Terms &amp; Conditions of use provided at time of booking and displayed throughout the building.</li> <li>• Cemeteries - damaged headstones reported to Deputy Clerk to contact burial right holder(s).</li> <li>• Opening times of Recreation Ground public toilets limited by door timer 8am-4pm, 7 days a week. <i>Vandal proof sanitary under consideration, to be included as part of the budget setting process.</i></li> <li>• Grounds Team conduct visual checks of all sites as part of their rounds, any theft, damage or vandalism is reported to the Deputy Clerk.</li> </ul>	
<b>Assets</b>	Maintenance of sites/buildings	2	3	<b>M</b>	<ul style="list-style-type: none"> <li>• External visual buildings inspections carried out by the Grounds Team as part of their rounds. Deputy Clerk to review weekly inspection checklists.</li> <li>• RPII Operational Playground Inspections of play area training scheduled on 18-19 November 2024 to be carried out by Grounds team.</li> <li>• Play areas including skate park visually inspected weekly/monthly by Grounds Team and annually by an accredited RoSPA external playground inspector.</li> <li>• Council to receive report from external playground inspector for review and consideration of any necessary works.</li> <li>• Community Services Committee members to carry out visual checks of sites as part of the Parish Tour annually in June.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
<b>Audit</b>	Non-compliance with statutory deadlines for the completion/ approval/ submission of year end accounts and other financial returns	1	1	L	<ul style="list-style-type: none"> <li>Annual review of JPAG<sup>6</sup> to update the Council's Financial Regulations and Standing Orders, approved at the Annual Town Council Meeting.</li> <li>Continue to ensure all accounts and returns are completed and submitted within prescribed deadlines using accounting software.</li> <li>Internal Audit review.</li> </ul>	Procedures in place.
<b>Audit</b>	Non-compliance with Internal Audit requirements	1	1	L	<ul style="list-style-type: none"> <li>Internal Auditor carries out two interim inspections ahead of year end followed by a full inspection prior to submission of the AGAR to External Audit.</li> </ul>	Procedures in place.
<b>Audit</b>	Independent assurance of accuracy of Councils processes and accounts	1	1	L	<ul style="list-style-type: none"> <li>New Internal Auditor appointed by the Council at the Annual Town Council meeting for the 2024/25 financial year.</li> <li>Independence and added value of Internal Auditor to be reviewed at the Annual Town Council Meeting.</li> <li><i>Consideration to be given to appointing Internal Auditor for 2025/26 and 2026/27 financial years.</i></li> <li>Procurement and appointment of External Audit is carried out by SAAA every 5 years.</li> <li>Audit reports presented to Council which form part of the meeting papers for public inspection/ transparency.</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of Internal Audit to be reviewed every 3 years.</li> <li>External Audit, BDO LLP appointed from 2022-23 to 2026-27 financial years.</li> </ul>
<b>Business Continuity</b>	Access to CMTC local network	2	1	L	<ul style="list-style-type: none"> <li>Full use of Microsoft 365 accounts to access CMTC local network and emails from any location/device.</li> <li><i>Business Continuity Plan for Council services to be progressed.</i></li> </ul>	Procedures adequate.
<b>Cemeteries</b>	Increase in net expenditure	2	1	L	<ul style="list-style-type: none"> <li>Annual budget set to maintain cemeteries, chapel and war memorial.</li> <li>Most expenditure can be dealt with by budget</li> </ul>	Procedures in place.

<sup>6</sup> Joint Panel on Accountability and Governance

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					setting and monitoring process.	
<b>Cemeteries</b>	Damage to headstones by Grounds Team	2	1	L	<ul style="list-style-type: none"> <li>• Grounds Team made aware to take care when using machinery in and around the cemetery which may cause damage to headstones.</li> <li>• Any damage occurred to be reported to the Deputy Clerk who will contact the burial right holder(s).</li> <li>• Sufficient budget to be allocated should damage occur.</li> </ul>	Procedures in place.
<b>Cemeteries</b>	Unsafe graves/headstones	2	1	M	<ul style="list-style-type: none"> <li>• Grounds Team carryout a visual check of the cemeteries as part of their rounds.</li> <li>• Any unsafe headstones are reported to the Deputy Clerk to contact burial right holder(s) and are laid down where possible.</li> <li>• Visible signs of vermin (moles) and/or movement of burial plot footprint to be reported to the Deputy Clerk. Grounds Team to level off burial plots, where applicable.</li> </ul>	Procedures in place.
<b>Civic</b>	Mayoralty and items of value (Mayor's Chain, Regalia) risk of theft	1	1	L	<ul style="list-style-type: none"> <li>• Mayor, Deputy Mayor and escorts chain and/or pins are insured under civic regalia and kept in a locked safe when not being worn.</li> </ul>	Procedures in place. Insurance reviewed annually.
<b>Community</b>	Lack of awareness by the wider community of the role and achievements of the Council	2	1	L	<ul style="list-style-type: none"> <li>• Maintaining website with publications of news items, updates and work of the Council which is also included in the Link Magazine distributed to all households.</li> <li>• Social media (Facebook) presence used as a notice board to update residents on the work of the Council. Electronic Communications Policy in place to be followed by employees and Elected Members.</li> <li>• Parish Newsletter to be sent to all householders at least twice a year.</li> <li>• Publishing Chair/Mayor of the Council Annual</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Report from the Annual Parish Meeting.</li> <li>• Agenda item for representatives from outside organisations to provide updates at Council meetings.</li> <li>• Members to maintain good relationships and engage within the community it serves.</li> <li>• <i>Commencement of monthly coffee mornings held in the Village Hall with Elected Members in attendance to engage with residents on the work of the Council and to assist with any concerns and/or issues.</i></li> <li>• <i>Upcoming appointment of Community Engagement &amp; Project Officer to work within the community to oversee the Councils upcoming projects.</i></li> </ul>	
<b>Community</b>	Lack of Dorset Council engagement and updates	2	1	L	<ul style="list-style-type: none"> <li>• Both Dorset Ward Councillors are also Town Councillors who provide verbal and/or written updates to members at each Full Council meeting under an agenda item.</li> <li>• Clerk engages with both Ward Councillors to work together for the benefit of the community it serves.</li> <li>• Subscribe to Dorset Council digital newsletters and where appropriate, information posted on website for an awareness to residents.</li> <li>• <i>Clerk attends bi-monthly Dorset Clerks meetings (Face to Face and Virtually) with the Dorset Council Chief Executive who provides updates on the work of Dorset Council and the challenges faced.</i></li> </ul>	Procedures in place.
<b>Complaints</b>	Lack of procedure	1	1	L	<ul style="list-style-type: none"> <li>• Complaints Procedure Policy available via the Council office or website.</li> <li>• Procedure reviewed at Annual Town Council meeting.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
<b>Complaints - Vexatious</b>	Lack of procedure	1	1	L	<ul style="list-style-type: none"> <li>• Vexatious Complaints Policy available via the Council office or website.</li> <li>• Procedure reviewed at Annual Town Council meeting.</li> </ul>	Procedures in place.
<b>Council – Decision making</b>	Council eligible to adopt General Power of Competence (GPC) with a least two thirds elected members and Clerk holding an appropriate qualification	2	2	M	<ul style="list-style-type: none"> <li>• Following the non-contested election in May 2024, 11 members were elected. 3 vacancies were filled by co-option in June 2024.</li> <li>• Clerk passed CiLCA qualification in July 2023.</li> </ul>	GPC declared at the Annual Town Council meeting in May 2024 due to two thirds elected members and qualified Clerk.
<b>Council - Election Costs</b>	Election is requested	2	2	M	<ul style="list-style-type: none"> <li>• In an election year or if a casual vacancy occurs, the electorate can call for an election with associated costs met by the Town Council.</li> <li>• Adequate provision for election costs allocated within the approved budget.</li> </ul>	Procedures in place.
<b>Defibrillator</b>	Vandalism/damage to equipment	2	4	H	<ul style="list-style-type: none"> <li>• <i>Grounds Team to monitor equipment daily as part of their rounds. Checklist to be signed/dated. Any issues to be reported to the Deputy Clerk.</i></li> <li>• <i>Access to equipment via keypad code, shared with users of Recreation Ground facilities, namely sports clubs.</i></li> <li>• <i>Registered equipment for 999 use.</i></li> <li>• <i>Procure replacement supplies following use.</i></li> <li>• <i>Annual budget to include maintenance/supplies of equipment.</i></li> </ul>	Procedures in place.
<b>Employer Liability</b>	Comply with Employment Law	1	2	L	<ul style="list-style-type: none"> <li>• Agreement with Southwest Councils to provide HR advice and guidance.</li> <li>• Provision reviewed annually.</li> </ul>	Procedures in place.
<b>Finance</b>	Illegal expenditure	2	3	M	<ul style="list-style-type: none"> <li>• Continue to ensure all expenditure is within legal powers and presented to Full Council for approval.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Finance	Incorrect payments processed	2	2	M	<ul style="list-style-type: none"> <li>All payments are listed on the Accounts for Payment report presented to Full Council/Committee twice monthly for approval.</li> <li>No cheque payments are processed, however, if required, two Councillor signatories, counter signed by the Clerk/RFO is required. Majority of payments processed via online banking by the Clerk/RFO or by Business Debit Card.</li> <li>Scanned copies of all invoices held on accounting software for audit trail purposes.</li> <li>Bank mandate and signatories reviewed annually.</li> <li>Financial Regulations in place and reviewed annually at the Annual Town Council meeting.</li> <li>Business Debit Card held by the Clerk/RFO for purchases where a credit account is not held or unavailable with the supplier. Card kept in locked safe.</li> </ul>	Procedures in place.
Finance	Interest rates	1	1	L	<ul style="list-style-type: none"> <li>Clerk/RFO to review interest rates regularly to ensure Council receives optimum interest.</li> <li>Precept held with the CCLA/PSDF<sup>7</sup>.</li> </ul>	Procedures in place.
Finance	Banking	1	1	L	<ul style="list-style-type: none"> <li>Council holds accounts with the Co-operative Bank and CCLA/PSDF.</li> <li>Ensure bank accounts are relevant and fit for purpose.</li> <li>Clerk/RFO carries out daily checks of transactions/balances via online banking.</li> <li>Clerk/RFO monitors Co-operative Bank account to ensure balance remains &lt;£85k.</li> </ul>	Procedures in place.
Finance	Loss of cash through theft, dishonesty or efficiency	1	1	L	<ul style="list-style-type: none"> <li>No petty cash held.</li> <li>Increased cash received from sports income and Youth Trust. Cash held in locked safe and banked as soon as possible, preferably on the same day of receipt. Receipts given to payee, where applicable.</li> </ul>	Procedures in place.

<sup>7</sup> Public Sector Deposit Fund



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>• <i>Procurement of card payment machine in progress as per previous Interim Internal Audit Report to reduce cash payments.</i></li> </ul>	
<b>Finance</b>	Financial controls and records	1	1	L	<ul style="list-style-type: none"> <li>• Monthly bank reconciliation prepared by Clerk/RFO and reported via the Finance &amp; Administration Committee/Full Council meetings.</li> <li>• Chair of Finance &amp; Administration Committee signs bank reconciliation and countersigns all corresponding bank statements.</li> <li>• Two signatories required on cheques and counter-signed by the Clerk/RFO.</li> <li>• Financial Regulations approved annually at the Annual Town Council meeting.</li> <li>• Internal and external audit in place.</li> <li>• All Councillors have read-only access to accounting software.</li> <li>• <i>Use of Purchase Orders facility on accounting software to provide audit trail of procurement to ensure documentation is held centrally.</i></li> <li>• <i>Monthly transaction testing to be conducted by Elected Members on a rota basis.</i></li> </ul>	Procedures in place.
<b>Finance - Borrowing</b>	Unauthorised borrowing	1	1	L	<ul style="list-style-type: none"> <li>• No borrowing or new borrowing anticipated in the 2024/25 financial year.</li> <li>• Financial Regulations to be followed should any borrowing arise.</li> </ul>	Procedures in place.
<b>Finance - Budget</b>	Overspend/ Underspend of public money	2	2	M	<ul style="list-style-type: none"> <li>• Budget monitoring report reviewed quarterly by the Finance &amp; Administration Committee.</li> </ul>	Procedures in place.
<b>Finance – Community Infrastructure Levy (CIL)</b>	Potential risk of recovery of monies plus interest if not used in line with Dorset Councils CIL policy	2	2	M	<ul style="list-style-type: none"> <li>• Maintain accounting records showing receipts and expenditure.</li> <li>• CIL monies held under Earmarked Reserves.</li> <li>• <i>Council to consider how CIL monies should be spent.</i></li> </ul>	Procedures in place.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
<b>Finance - Contracts</b>	Ensure continued value for money along with continuity of work	1	2	L	<ul style="list-style-type: none"> <li>• Ensure Financial Regulations are followed. <i>Impact of the implementation of the new Procurement Act due to go live in February 2025 are under review.</i></li> <li>• Where possible three quotes obtained with redacted quotes presented to Committee/Full Council to proceed in accordance with Financial Regulations.</li> <li>• Review relevant documentation to ensure contractors are qualified and/or accredited to carry out work with appropriate insurance in place.</li> <li>• Existing contracts to be reviewed annually, at renewal or in line with contract terms of business.</li> </ul>	Procedures in place.
<b>Finance - Grant's payable</b>	Power and authorisation to pay	1	1	L	<ul style="list-style-type: none"> <li>• Small Grants Programme Policy in place, with all applications considered by the Finance &amp; Administration Committee ahead of recommendations for approval to Full Council in accordance with the policy.</li> <li>• Policy reviewed annually.</li> <li>• End of grant report to be obtained from all grant recipients.</li> <li>• Budget allocated for grants to be awarded as part of budget setting process.</li> </ul>	Procedures in place.
<b>Finance - Grant's receivable</b>	Receipt of monies	1	1	L	<ul style="list-style-type: none"> <li>• Council may seek and apply for grants for specific projects.</li> <li>• Criteria should be met and evidence of spend maintained to complete end of grant report.</li> </ul>	Procedures in place.
<b>Finance - Payroll</b>	Loss of payroll provider	1	1	L	<ul style="list-style-type: none"> <li>• Contract with external payroll provider, Livepay to process monthly salaries.</li> <li>• Online access to payroll portal to update employee details and/or salaries.</li> <li>• Copies of electronic reports downloaded from online portal and held locally on CMTC network.</li> </ul>	Contract renewal due in Q1 2026. Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Finance - Payroll	Incorrect salary paid to employees	1	1	L	<ul style="list-style-type: none"> <li>Review of electronic reports produced by external payroll provider to confirm accurate calculation of salaries via BACs and authority to proceed signed by Clerk/RFO.</li> <li>Monthly salary payments approved as part of the Accounts for Payment presented to Council.</li> </ul>	Procedures in place.
Finance - Payroll	Risk of financial penalty if PAYE/ Pension contributions not paid to HMRC/ Pension Provider	1	1	L	<ul style="list-style-type: none"> <li>External payroll provider prepares schedule of payments to be paid to third parties i.e., HMRC, DCPF.<sup>8</sup></li> <li>Monthly/annual return completed and provided to DCPF for reconciliation prior to annual statement being produced/sent to members of the pension scheme.</li> <li>Clerk/RFO sets up online banking payments in line with salaries pay date.</li> </ul>	Procedures in place.
Finance - Precept	Annual precept not the result of proper detailed budget	1	3	M	<ul style="list-style-type: none"> <li>Draft annual budget prepared by the Clerk/RFO and Chair of Finance &amp; Administration Committee based on previous years income and expenditure alongside any exceptional or capital planned works.</li> <li>Finance &amp; Administration Committee members and Full Council review items to be included in the draft budget during Q3 of each financial year, ahead of budget setting/approval in Q4 for the next financial year.</li> <li>Finance &amp; Administration Committee review draft budget, line by line and make recommendation to Full Council for approval.</li> </ul>	Procedures in place.
Finance - Precept	Failure to apply via the billing authority	1	1	L	<ul style="list-style-type: none"> <li>Precept request based on approved budget and Band D tax base provided by Dorset Council as the billing authority.</li> <li>Clerk/RFO submits formal precept request following approval by Full Council ahead of the</li> </ul>	Procedures in place.

<sup>8</sup> Dorset County Pension Fund

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					deadline prescribed by Dorset Council as the billing authority.	
<b>Finance - Precept</b>	Non receipt of Precept	1	1	L	<ul style="list-style-type: none"> <li>• Precept received in two instalments from Dorset Council as the billing authority at the end of April and September annually via BACs.</li> <li>• On receipt monies transferred by CHAPs to CCLA/PDSF, so not to hold &gt;£85k in current account.</li> <li>• General reserves of 3-6 months operating costs held by the Council, should the precept not be received as described.</li> </ul>	Procedures in place.
<b>Finance – Records Retention</b>	Non-standard and/or non-compliant records kept	1	1	L	<ul style="list-style-type: none"> <li>• Continue to retain adequate, complete and statutory financial records and accounts.</li> <li>• All payments and receipts entered onto accounting software and reported to Full Council/Committees via the bank reconciliation.</li> <li>• All members have read only access to review accounting software.</li> </ul>	Procedures in place.
<b>Finance – s.106</b>	Potential risk of recovery of monies plus interest if not used in line with section106 agreement	1	3	M	<ul style="list-style-type: none"> <li>• Maintain accounting records showing receipts and expenditure.</li> <li>• Section 106 monies held in Earmarked Reserves for sports &amp; recreation.</li> <li>• <i>Council to commence community engagement and appoint project manager for the sports pavilion redevelopment and Recreation Ground project during Q4 2024/25 financial year to demonstrate how s.106 monies to be spent.</i></li> </ul>	Procedures in place.
<b>Finance – s.137</b>	Exceeding section 137 expenditure	1	1	L	<ul style="list-style-type: none"> <li>• Maintain accounting records of any expenditure under s.137 to ensure per electorate limit is not exceeded.</li> <li>• Only applicable if Council does not have GPC.</li> </ul>	Review electorate spend annually.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Finance - VAT	Incorrect or no VAT claimed	2	2	M	<ul style="list-style-type: none"> <li>VAT claims calculated quarterly by the Clerk/RFO using Form 126 produced by the accounting software.</li> <li>Internal Audit provide double check of correct VAT claimed.</li> <li>Legislation changes on the VAT status of local authority sports facilities which can be treated as non-business activity being monitored.</li> <li>Clear financial reporting of sports income and expenditure maintained.</li> <li><i>Expert VAT advice to be sought once work on the redevelopment of the Sports Pavilion and Recreation Ground project gets underway.</i></li> </ul>	Procedures in place.
Grounds Unit	No control of utilities provider and costs	3	1	M	<ul style="list-style-type: none"> <li>Electricity and water costs are invoiced to the Council by the Scouts. Meters are located in the Scout hut with no access by Council staff.</li> <li>Meters have now been installed in the Grounds Unit to monitor usage to validate against invoices received from Scouts.</li> </ul>	Procedures adequate.
Health & Safety	Safety of staff and visitors	2	2	M	<ul style="list-style-type: none"> <li>CCTV coverage of office, Village Hall, Grounds Unit and Sports Pavilion.</li> <li>Lone working devices and policy in place. However, where possible staff are discouraged from lone working by ensuring two staff members are present, where possible.</li> </ul>	Procedures in place.
Health & Safety	Safety of users of play equipment	2	2	M	<ul style="list-style-type: none"> <li>Play equipment checked as part of the Grounds Team responsibilities. Any concerns or issues identified are reported to the Deputy Clerk.</li> <li>Additional budget allocated in the 2024/25 financial year budget to replace play equipment no longer fit for purpose and/or safe along with maintenance programme to maintain play equipment.</li> <li>Play equipment self-insured.</li> </ul>	Procedures in place.
Health & Safety	Users of buildings	2	2	M	<ul style="list-style-type: none"> <li>Weekly/monthly cleaning of taps and showers on all sites. Checklist signed by</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
	contracting legionnaires disease				<ul style="list-style-type: none"> <li>Handyman/Caretaker and/or cleaning contractor where appropriate.</li> <li>Monthly temperature checks carried out on all sites. Checklist completed and signed by Handyman/Caretaker and/or cleaning contractor where appropriate.</li> <li>Monitoring of water supply appliance(s) to ensure temperature(s) are applied correctly.</li> </ul>	
<b>Health &amp; Safety</b>	Not maintaining fire break between Recreation Ground pit area and properties adjacent in Stour View Crescent	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Budget allocated for external contractor to carryout ground works to maintain pit area, twice yearly in February and September.</li> <li>Grounds Team to carry out litter picking in area and ground works within their capacity, if applicable.</li> </ul>	Procedures in place.
<b>Hire Agreements</b>	Breach of agreements	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Clerk ensures all hire agreements are in force and reviewed as and when appropriate.</li> <li>All original documents kept in locked safe, with scanned copies retained on local CMTC network.</li> </ul> <p><b>Hire Agreements</b></p> <ul style="list-style-type: none"> <li>Pony Espresso – External catering provider at Recreation Ground</li> <li>Metal Detectorist – Permission to access specified areas at the Recreation Ground</li> <li>Dog Training – Permission to access specified areas at the Recreation Ground</li> <li>Corfe Mullen Juniors Tennis Club – Use of Sports Pavilion and tennis courts at the Recreation Ground</li> <li>Mini Munchkins – Use of Sports Pavilion lounge, prep area and storage</li> </ul>	Procedures in place.
<b>Insurance</b>	Employers Liability (statutory)	1	4	<b>M</b>	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of £10m.</li> </ul>	Insurance reviewed annually.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Insurance	Vehicle Insurance (statutory)	2	2	M	<ul style="list-style-type: none"> <li>Comprehensive insurance held and renewed annually, factoring in vehicle depreciation.</li> </ul>	Insurance reviewed annually.
Insurance	Fidelity Guarantee Insurance	1	4	M	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of £500,000.</li> </ul>	Insurance reviewed annually.
Insurance	Property/buildings	1	4	M	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks and assets held. Building revaluation to be completed every 5 years.</li> <li>Full review of all buildings insurance and valuations takes place annually in August/September ahead of renewal due on 1 October.</li> </ul>	Insurance reviewed annually. Next revaluation due in March 2027.
Insurance	Personal Accident	2	4	H	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Up to £100,000 per incident covered for staff, members and/or volunteers. Specific incidents covered as per policy schedule. Any insured person between ages 76-85 years level of cover reduced to £10,000 per incident.</li> </ul>	Insurance reviewed annually.
Insurance	Terrorism	1	1	L	<ul style="list-style-type: none"> <li>Currently no cover in place.</li> </ul>	Procedures adequate.
Insurance	Business Interruption	1	1	L	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of up to £55,000.</li> </ul>	Insurance reviewed annually.
Insurance	Public Liability (statutory)	1	4	M	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of £10m.</li> </ul>	Insurance reviewed annually.
Leases	Breach of leases	2	1	L	<ul style="list-style-type: none"> <li>Clerk ensures all leases are in force and reviewed as and when appropriate.</li> <li>Internal Audit review.</li> <li>All original documents kept in locked safe, with scanned copies retained on local CMTC network.</li> </ul> <p><b>Lessee Responsibilities</b></p> <ul style="list-style-type: none"> <li>Wimborne Academy Trust – Lockyer’s Hub</li> <li>Scouts Association – Storeroom</li> <li>Dorset Council/Dorset Wildlife Trust – Springdale Road Open Space</li> <li>Dorset Council – County Field</li> </ul>	<ul style="list-style-type: none"> <li>Procedures in place.</li> </ul>

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Harry J Palmer Ltd – Broadmoor Road Allotment Site</li> </ul> <b>Lessor Responsibilities</b> <ul style="list-style-type: none"> <li>Guides Association – Ground Rent</li> <li>Scouts Association – Ground Rent</li> <li>Mini Munchkins – Fenced hardstanding at Sports Pavilion</li> </ul>	
<b>Legal Liability</b>	Ensuring activities are within legal powers	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Clerk to clarify and seek external legal advice when necessary.</li> <li>Any associated legal costs are allocated within the annual budget.</li> </ul>	Procedures in place.
<b>Legislation</b>	Comply with Health & Safety Law	2	4	<b>H</b>	<ul style="list-style-type: none"> <li>Agreement with H&amp;S Consultants to provide advice and guidance.</li> <li>Annual site visits carried out by H&amp;S Consultants.</li> <li>Findings and Recommendations Reports produced by H&amp;S Consultant presented to Full Council.</li> <li>Risk Assessments conducted using H&amp;S Provider software, BrightSafe and bespoke templates.</li> </ul>	Next contract review due August 2026. Procedures in place.
<b>Legislation</b>	Comply with HMRC requirements	1	2	<b>L</b>	<ul style="list-style-type: none"> <li>Advice sought from HMRC. Review of processes in place carried out by internal and external auditors.</li> </ul>	Procedures in place.
<b>Legislation</b>	Freedom of Information	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Timely response in line with statutory time frames.</li> <li>Publication Scheme available on website.</li> </ul>	Procedures in place.
<b>Legislation</b>	Data Protection	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Council is registered with the ICO<sup>9</sup>.</li> <li>Data Protection policies available on website.</li> <li>All Data Protection related policies reviewed at the Annual Town Council meeting.</li> </ul>	Procedures in place.
<b>Members - Declaration of Interests</b>	Debating issues and voting without declaration of members	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Agenda item on all Full Council/Committee meetings.</li> <li>Members responsibility to declare any interests pertaining to agenda.</li> </ul>	Procedures in place.

<sup>9</sup> Information Commissioners Office



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
	interests, including disclosable pecuniary interests					
<b>Members - Register of Interests</b>	Councillors' failure to register known interests	2	4	H	<ul style="list-style-type: none"> <li>Members complete Dorset Councils electronic Register of interests who are responsible for updating as and when required.</li> <li>Dorset Council Monitoring Officer monitors/reviews members interests.</li> </ul>	Procedures in place.
<b>Minutes/ agenda/ notices/ statutory documents</b>	Accuracy and legality of business conducted	1	1	L	<ul style="list-style-type: none"> <li>Summons/agendas, meetings papers and minutes are produced by the Clerk/RFO and published on public notice boards and website to comply with legal requirements.</li> <li>Minutes are approved and signed by the Chair at the subsequent meeting.</li> <li>Hard copies of all meeting papers held on site in line with Records Management &amp; Retention Policy.</li> <li>Business of the meetings is managed by the respective Chairperson alongside the Clerk/RFO who provides advice.</li> </ul>	Procedures in place.
<b>Neighbourhood Plan</b>	Insufficient Councillors and volunteers to be part of Steering Group	2	2	M	<ul style="list-style-type: none"> <li>At the Ful Council meeting held on 24 October 2023 it was resolved to pause drafting plan until after the elections in May 2024 with a new Council in place.</li> <li><i>Relaunch of the Neighbourhood Plan/Steering Group to commence during Q4 2024/25.</i></li> <li><i>Re-appointment of a Planning Consultant to be progressed and approved by Full Council.</i></li> <li>Councillors and volunteers need to work with Planning Consultant to formulate draft plan for approval by Full Council ahead of any referendum.</li> <li>Plan is community lead which will help to shape the future development of Corfe Mullen.</li> </ul>	Procedures adequate.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Project support to be provided by Community Engagement &amp; Project Officer role to be appointed during Q4 2024/25.</li> </ul>	
<b>Outsourcing</b>	Non-availability of contractors to carryout work in line with Service Level Agreement	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Maintain good working relationships with external contractors. Hold regular meetings to understand any challenges or issues.</li> <li>Monitor work to ensure Council receives services and value for money in line with Service Level Agreement.</li> </ul>	Procedures in place.
<b>Records Retention</b>	Loss of records computer back up	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Accounts and bookings packages are cloud based and backed up to the cloud by the provider.</li> <li>Allotments and Cemetery databases held on virtual PC and backed up by the provider, Edge IT.</li> <li>Hard copy Burial Register held in locked safe.</li> <li>Website provider, Vision ICT backs up website content on a regular basis. <i>Website provider and redesign of website in progress.</i></li> <li><i>New IT provider in place to manage CMTC network, email, Microsoft accounts and security.</i></li> </ul>	Procedures in place.
<b>Records Retention</b>	Proper and timely reporting via the minutes	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Full Council meets monthly with committees on a rotating calendar cycle. Both receive and approve minutes of meetings which are available to members of the public and the press to view 7 days following the meetings via the Council office and/or the website.</li> </ul>	Procedures in place.
<b>Records Retention</b>	Proper document control	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Central electronic filing system accessed by all office staff and hard-copy files kept for business continuation purposes where appropriate.</li> <li>Publication Scheme available on website.</li> <li>Historic documents/archive held at Dorset History Centre, Dorchester.</li> <li>Records Management &amp; Retention Policy in place and available on the website.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Resources/ Services	Recognition of cuts to services provided by Dorset Council as the Unitary Authority and/or neighbouring BCP Council	2	2	M	<ul style="list-style-type: none"> <li>Identify services at potential risk e.g., highways including road safety, countryside team (verges &amp; green space), equipment (tractor &amp; flail/cherry picker/gully cleansing), cricket high fence, grit bins, tree officer and sports pitch maintenance/grass cutting.</li> <li>Contingency budget allocated as part of annual budget setting process.</li> </ul>	Procedures in place.
Sports Association	Responsibilities as Sole Trustee of Charity	2	2	M	<ul style="list-style-type: none"> <li><i>Constitution to be reviewed to ensure it is fit for purpose and meets the Charities objectives.</i></li> <li>Separate accounts software in place to manage accounts.</li> <li>As a separate entity, some of the processes in place for Council property including insurance and health and safety are mirrored for the Sports Association.</li> <li><i>Specific procedures to be reviewed.</i></li> <li>Independent Auditor.</li> <li>Online reporting to Charity Commission.</li> </ul>	Procedures adequate.
Sports Association	Procurement	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator to investigate best value for money when procuring supplies.</li> <li>Payment of invoices via online banking, where possible.</li> <li><i>Business Debit Card to be considered to reduce the necessity for the Town Council to purchase on behalf of the Sports Association.</i></li> </ul>	Procedures in place.
Sports Association	Records Management & Retention	2	1	L	<ul style="list-style-type: none"> <li>Financial records including all income and expenditure held on free accounting software, Cashbook held on the local CMTC network and backed up externally on encrypted memory stick.</li> <li>Copies of all invoices held both hard copy and scanned copies held on local CMTC network for audit trail purposes.</li> <li>Meeting papers including agendas, minutes and reports held electronically on the local CMTC network. Hard copies held on site in line with the</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					Council's Records Management and Retention Policy.	
<b>Sports Association</b>	Lack of historic financial records	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>• <i>Following handover from the previous Trustees, there are limited financial records. Independent Examiner has collated year end data back to 2019/20 financial year to provide a limited financial audit trail.</i></li> <li>• <i>Review of governance documentation and filing underway.</i></li> </ul>	Procedures adequate.
<b>Sports Pavilion &amp; Recreation Ground Redevelopment</b>	Lack of Community Engagement	2	1	<b>L</b>	<ul style="list-style-type: none"> <li>• Appointment of Community Engagement &amp; Project Officer to oversee community engagement and support project.</li> <li>• Working party made up of two Councillors and key stakeholders to consider options on proposed facilities and sports provision in order to engage with a Project Manager/Architect to prepare draft plans/options.</li> </ul>	Procedures in place.
<b>Sports Pavilion &amp; Recreation Ground Redevelopment</b>	Insufficient funding for project	2	3	<b>M</b>	<ul style="list-style-type: none"> <li>• Role of Community Engagement &amp; Project Officer is to demonstrate community engagement in order for the Council to provide evidence as part of applying for any grant funding and application to HM Government Public Works Loan Board (PWLB).</li> <li>• Section 106 monies and earmarked reserves to form part of the project funding.</li> <li>• Managing key stakeholders and members of the public expectations within financial envelope.</li> </ul>	Procedures in place.
<b>Sports Provision</b>	Increase in net expenditure	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>• Annual budget set to maintain sports pitches and sports pavilion.</li> <li>• Ongoing monitoring of sports pavilion energy use, cleaning costs and supplies.</li> </ul>	Procedures in place.
<b>Springdale Road Open Space</b>	Cease of lease with Dorset Council/Dorset Wildlife Trust to maintain area	2	1	<b>L</b>	<ul style="list-style-type: none"> <li>• <i>Liaison with Dorset Council and Dorset Wildlife Trust to continue to maintain open space for the benefit of residents.</i></li> </ul>	Procedures Adequate.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Staff	Insufficient Grounds Team members to carryout work to maintain Town Council sites	2	1	L	<ul style="list-style-type: none"> <li>Outsourcing grounds work considered when appropriate.</li> <li>Deputy Clerk to monitor the teams work on a daily/weekly basis to prioritise workload.</li> <li>Two full time (37 hours) and one part time (22 hours) in place. Ability to increase part time hours as and when required.</li> </ul>	Procedures in place.
Staff	Retention of staff	2	1	L	<ul style="list-style-type: none"> <li>Contract terms &amp; conditions and pay scales annually reviewed in line with standing orders.</li> <li>Job roles and descriptions to be kept up to date and reviewed by the Staffing Committee when applicable.</li> </ul>	Procedures in place.
Staff	Pressure on staff when any members of staff are on long term sick leave	2	1	L	<ul style="list-style-type: none"> <li>Sickness review meetings conducted with staff members to understand what assistance the Council can provide for staff member to return to work.</li> <li>Return to work meetings to take place to support staff member when returning to work.</li> <li>Seek advice from HR consultants to ensure correct procedures are being followed.</li> <li><i>Administration provision restructure with appointment of Senior Administrator and pending appointment of Community Engagement &amp; Project Officer to bolster the office administration team to carry out duties in order for the Council to meet its strategic objectives and remain compliant.</i></li> </ul>	Procedures in place.
Training	Awareness of roles and powers	1	1	L	<ul style="list-style-type: none"> <li>Staff and members to attend training held by NALC, SLCC, DAPTC and/or external providers.</li> <li>Fire Marshall training for all staff carried out in October 2024</li> <li>Senior Administrator and Administration Assistant carried out ICCM Cemeteries management training in October 2024 &amp; December 2024.</li> <li>Grounds Team carried out trailer training in December 2023 and April 2024.</li> </ul>	Review annually.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>List of identified training needs for Grounds Team members maintained by the Deputy Clerk with sufficient budget allocated as part of the budget setting process.</li> </ul>	
<b>Trees</b>	Ongoing Management of trees identified as requiring immediate/moderate attention failing	2	4	<b>H</b>	<ul style="list-style-type: none"> <li>Visual checks of trees on all sites carried out by the Grounds Team as part of their rounds. Feedback provided to Deputy Clerk.</li> <li>External tree consultants instructed as and when required to manage trees where there is a risk to life and/or properties.</li> <li>Submission to Dorset Council Planning for consent for tree works if applicable, which is managed by external tree consultants on instruction.</li> <li>Tree survey of all sites to be conducted by an external arboriculturist every 3 years.</li> <li>Progressing tree works identified as part of the tree survey. High risk work completed.</li> <li>Sufficient budget to be allocated to cover expenditure for tree works.</li> </ul>	<ul style="list-style-type: none"> <li>Procedures in place.</li> <li>Next tree survey due March 2026.</li> </ul>
<b>Vehicles</b>	Reliability of Grounds Team Truck and obtaining parts	3	2	<b>M</b>	<ul style="list-style-type: none"> <li>Annual Service and MOT to be conducted.</li> <li>Weekly Vehicle Checklist carried out by Grounds Team.</li> <li><i>Additional vehicle - Gator purchased in March 2024. Truck to be replaced.</i></li> <li><i>Council has resolved to sell the truck and purchase a replacement vehicle to be progressed.</i></li> </ul>	Procedures in place.
<b>Village Hall</b>	Responsibilities as Sole Trustee of Charity	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Separate accounts and bookings software in place to manage day to day running of the Village Hall.</li> <li>As a separate entity, some of the processes in place for Council property including insurance, health and safety, staff and hirers are mirrored for the Village Hall, its staff, and hirers. Specific procedures in place for day-to-day management.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Independent Auditor.</li> <li>Online reporting to Charity Commission.</li> </ul>	
Village Hall	Processing salaries	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator processes payroll via free online payroll package, Basic Tools.</li> <li>All reporting is downloaded from online portal to local CMTC network.</li> <li>Salary payments and third-party payments to HMRC and pension provider made by the Clerk/Senior Administrator via online banking.</li> <li>Monitor national living/minimum wage legislation to ensure staff are paid appropriately.</li> </ul>	Procedures in place.
Village Hall	Retention of staff	2	2	M	<ul style="list-style-type: none"> <li>Ongoing training for staff members.</li> <li>Engagement of external contractors as a result of keyman dependency for Handyman/ Caretakers role.</li> <li>Contract terms &amp; conditions and pay scales reviewed annually.</li> <li>Job roles and descriptions to be kept up to date.</li> <li><i>Additional two keyholders recruited to provide resilience when existing keyholder unavailable with less reliance on Town Council office staff.</i></li> </ul>	Procedures in place.
Village Hall	Procurement	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator to investigate best value for money when procuring supplies for the Village Hall</li> <li>Payment of invoices via online banking, where possible.</li> <li><i>Business Debit Card in place to reduce the necessity for the Town Council to purchase on behalf of the Village Hall.</i></li> </ul>	Procedures in place.
Village Hall	Lack of bookings income to cover expenditure	2	2	M	<ul style="list-style-type: none"> <li>Advertising banner displayed on side of main hall, visible from the Co-op car park to promote hiring the hall for events etc.</li> <li>Clerk/Senior Administrator to control expenditure.</li> <li>Hold arranged events to provide additional income to the Charity.</li> <li><i>Council to consider as part of budget setting</i></li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<i>process to grant fund salaries in the same way as the Youth Trust..</i>	
Village Hall	Unable to complete improvement works	2	1	L	<ul style="list-style-type: none"> <li>• Town Council 2023/24 financial year budget allocated £10,000 to carry out building works to erect porch at the front of the Village Hall/Council Office.</li> <li>• <i>Town Council 2024/25 financial year budget allocated a further £50,000 to commence ground works for disabled parking space and loading bay at the front of the Village Hall/Council Office along with small hall extension in line with planning permission, due to insufficient Village Hall Charity income and funds.</i></li> <li>• <i>Under Building Regulations 1984 legislation, Section 32 notice to be progressed due to small hall extension works not commencing within the 3-year deadline of 134 September 2024.</i></li> <li>• <i>Accessible parking and loading bay commenced ahead of 3-year deadline of 14 September 2024.</i></li> </ul>	Procedures in place.
Village Hall	Records Management & Retention	1	1	L	<ul style="list-style-type: none"> <li>• Financial records including all income and expenditure held on Scribe Accounting software.</li> <li>• Copies of all invoices held on accounting software as an audit trail.</li> <li>• Meeting papers including agendas, minutes and reports held electronically on the local CMTC network. Hard copies held on site in line with the Council's Records Management and Retention Policy.</li> <li>• Hirers income and deposits records held on accounting/bookings software.</li> </ul>	Procedures in place.
Village Hall	Implementation of Martyn's Law	1	2	L	<ul style="list-style-type: none"> <li>• <i>The Terrorism (Protection of Premises Bill) undergoing parliamentary scrutiny. Impact on Council buildings/sites to be reviewed.</i></li> </ul>	Procedures inadequate.
Youth Trust	Responsibilities as Sole Trustee of Charity	2	2	M	<ul style="list-style-type: none"> <li>• Separate accounts software in place to manage accounts.</li> <li>• As a separate entity, some of the processes in</li> </ul>	Procedures in place.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>place for Council staff are mirrored for the Youth Trust staff. Specific procedures in place for day-to-day management of the youth club and activities.</li> <li>Independent Auditor.</li> <li>Online reporting to Charity Commission.</li> </ul>	
Youth Trust	Processing salaries	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator processes payroll via free online payroll package, Basic Tools.</li> <li>All reporting is downloaded from online portal to local CMTC network.</li> <li>Salary payments and third-party payments to HMRC and pension provider made by the Clerk/Senior Administrator via online banking.</li> <li>Monitor JNC for Youth Workers pay reviews.</li> </ul>	Procedures in place.
Youth Trust	Retention of staff	2	2	M	<ul style="list-style-type: none"> <li>Ongoing training for all team members.</li> <li>Promotion of existing youth support worker to senior youth support worker with effect from 9 October 2023. <i>Level 2/3 Youth Support Worker Qualification outstanding.</i></li> <li>Contract terms &amp; conditions and pay scales annually reviewed.</li> <li>Job roles and descriptions to be kept up to date.</li> <li>Senior Administrator working closely to support the senior youth support worker and youth club.</li> <li><i>Recruitment of additional zero hours contract youth support worker to provide resilience during times of absence.</i></li> <li><i>Volunteers and senior helpers in place to provide support to the running of the youth club.</i></li> </ul>	Procedures adequate
Youth Trust	Procurement	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator to investigate best value for money when procuring supplies for the youth club.</li> <li>Payment of invoices via online banking, where possible.</li> <li><i>Business Debit Card in place to reduce the necessity for the Town Council to purchase on</i></li> </ul>	Procedures in place.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<i>behalf of the Youth Trust.</i>	
<b>Youth Trust</b>	Records Management & Retention	1	1	L	<ul style="list-style-type: none"> <li>Financial records including all income and expenditure held on free accounting software, Cashbook held on the local CMTC network and backed up externally to encrypted memory stick.</li> <li>Copies of all invoices held both hard copy and scanned copies held on local CMTC network for audit trail purposes.</li> <li>Meeting papers including agendas, minutes and reports held electronically on the local CMTC network. Hard copies held on site in line with the Council's Records Management and Retention Policy.</li> </ul>	Procedures in place.
<b>Youth Trust</b>	Anti-social behaviour on Town Council sites	2	1	L	<ul style="list-style-type: none"> <li>Youth support workers to carry out outreach work and continue to hold after school club in the Village Hall where funding allows to work with the young people to understand their behaviours to encourage positive outcomes.</li> </ul>	Procedures in place.



DRAFT

# **Corfe Mullen Town Council**

## **Records Management & Retention Policy**

## 1. Introduction

1.1. Corfe Mullen Town Council (the 'Council') is committed to meeting the principles of the General Data Protection Regulations (GDPR) made pursuant to the provisions of the Data Protection Act 2018 Article 5(1)(e) which requires that:

*'Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.'*

1.2. This policy and retention schedule should be used as the basis for the management of personal data and more widely all data processed by the Council. Establishing effective Information Governance systems requires the purpose, legality, and period of processing to be identified prior to undertaking the handling of any data.

1.3. For clarification, processing refers to the capture, storage, use, transfer, and disposal of data.

## 2. Scope and Application

2.1. All staff who handle personal data are responsible for ensuring that they are aware of this policy and where any concern that personal data is being handled beyond the period for which it should be, they should raise their concern with the Clerk.

2.2. The Council is responsible for ensuring that any existing system, or new system has, by design, appropriate and effective measures in place for the marking or tracking of personal data from collection to its applicable date of disposal.

2.3. This policy applies to all records irrespective of format. Consideration should always be made where the format may increase potential vulnerabilities. The application of the data protection principle of security will always apply, GDPR Article 6(1)(f).

2.4. A record may refer to any piece of information created or received and maintained by an organisation or person in the course of their business or conduct of their affairs and kept as evidence of such activity.

2.5. Records must be kept in such a format that they are accurate, accessible, secure, and safely disposed of and appropriate safeguards must always be in place to ensure an adequate level of security is applied commensurate to the sensitivity of the record.

## 3. Definition of Retention Periods

3.1. Defining a retention period will be determined on one of the following three factors:

- a) Statutory requirements
- b) Codes of Practice and guidance published by professional bodies
- c) In the absence of a) or b), the retention period will be determined by the needs of the Council.

#### **4. Reviewing Retention Periods**

- 4.1. Most retention periods will remain static and will relate to legal requirements to retain data. However, retention periods based on codes of practice and guidance published by professional bodies may vary. Any changes to known retention periods should be raised with the Clerk.
- 4.2. This policy and retention schedule should be reviewed annually or where any other cause requires its immediate correction.

#### **5. Course of Action at the End of the Retention Period**

- 5.1. When a record reaches the end of its retention period in most cases it will be deleted or destroyed. However, these are not the only courses of action that can be taken, and consideration must be made to the relevance of the data for other uses.
- 5.2. In most cases the requirement for further use of data will be identified prior to processing. However, there may be occasions where a dataset is identified as having particular relevance to the needs of the Council.
- 5.3. The following may occur to data after the period of use has expired:
  - a) Anonymisation for statistical needs
  - b) Transfer to an appropriate archive where it is in the public interest
  - c) Scientific or historical research purposes
- 5.4. Appropriate safeguards must be put in place to ensure that wherever personal data is used beyond its original period of retention it is done so legally and in compliance with the Data Protection Act 2018 and guidance from the Information Commissioner's Office (ICO).

#### **6. Record Disposal**

- 6.1. Systems that are designed to handle personal data will generally have in built settings that automatically flag or delete records once they have reached the end of their retention period. However, it is necessary to ensure that the system is effectively managed and flagged records are reviewed and deleted. Where a system may automatically delete records adequate measures such as data quality assessments must be taken to ensure this has occurred correctly.
- 6.2. When using personal data that does not have in built settings, a structure of storage must be created to allow for the proper control of personal data. This may be in such a way as labelling electronic or physical folders with expiry dates or using a hierarchy that indicates the date of creation.
- 6.3. Physical records must be disposed of in a manner corresponding to their sensitivity. If records containing Special Category (SC) personal data are to be destroyed, they must be securely shredded in accordance with DIN66399 either 2mm strips or crosscut.
- 6.4. Physical records for permanent preservation should be archived at the Dorset History Centre, Bridport Road, Dorchester DT1 1RP.

6.5. Where applicable a record of destruction should be maintained. This should include the type of data or, grouping of data, the period it correlates to and date of destruction and an authorising signature.

## **7. Protective Marking**

7.1. Protective markings may be written upon documentation where it is used in physical forms. In general, the classification of documentation will relate more specifically to the handling and access that is permitted to that data. Confidential data related to employment purposes for example, should only be accessible by the Clerk or their Deputy for specific reasons.

7.2. Information deemed to be financially sensitive, or business sensitive may for the purposes of requests made under the Freedom of Information Act be exempt and, in any case, should be handled with more caution than general data.

7.3. This document has been produced by the Clerk.

## **8. Review**

8.1. This Records Management and Retention Policy was presented to the Finance & Administration Committee on 19 November 2024 under minute no. FA 24/42, to recommend to Full Council, for approval and adoption on 26 November 2024 minute no. TC 24/XX.

8.2. Future reviews will be carried out annually or when any changes are made to current legislation, whichever is sooner.

## **9. References**

9.1. Data Protection Act 2018 – <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>

9.2. UK General Data Protection Regulation (GDPR) - <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

9.3. HMRC Internal Manual Compliance Handbook – <https://www.gov.uk/hmrc-internal-manuals/compliance-handbook/ch15400>

9.4. National Association of Local Councils (NALC) – Legal Topic Note 40

9.5. NALC's Model Financial Regulations (England and Wales)

9.6. Dorset History Centre – <https://www.dorsetcouncil.gov.uk/libraries-history-culture/dorset-history-centre>

## Retention Schedule

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Accounts	Annual Report & Accounts	Legitimate interests	Permanent	Permanent preservation	No	Not protectively marked
Accounts	Approved budgets	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Asset Register	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Bank cheque books	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Bank paying in books	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Bank Reconciliation	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Bank Statements	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Budget monitoring	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Budget setting & calculations	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Fraud Reporting	Local Government Transparency Code 2015	Date reported + 6 years	Secure disposal	Yes	Protectively marked
Accounts	Grants Documentation	HMRC Compliance Handbook Manual CH15400 Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Income & Expenditure Records	Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Permanent preservation	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Accounts	Investment Records	Legitimate interests	Permanent	Permanent preservation	No	Not protectively marked
Accounts	Invoices	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Loan Records	Limitation Act 1980 (as amended)	Date repaid + 6 years	Secure disposal	No	Not protectively marked
Accounts	Procurement inc Quotes & Tenders	Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Scales of fees & charges	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	VAT	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Allotments	Allotment Records	Legitimate interests	Tenancy end date + 6 years	Secure disposal	Yes	Not protectively marked
Allotments	Tenancy Agreements	Legitimate interests	Tenancy end date + 6 years	Secure disposal	Yes	Not protectively marked
Audit	Internal & External Reports/ Documentation	Local Audit & Accountability Act 2014	Permanent	Permanent preservation	No	Not protectively marked
Business Continuity	Plans & Records	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
CCTV	Recordings	Data Protection Act 1998	30 days	Automatic Deletion	Yes	Protectively marked
Cemeteries	Cemetery Register	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)	Permanent	Permanent Preservation	Yes	Not protectively marked
Civic	Mayoral Correspondence inc Civic Events	Legitimate interests	Current election term + 4 years	Secure disposal	Yes	Not protectively marked
CMVH	Village Hall Records	The Charities Act 2011	Financial year + 6 years	Secure disposal	Yes	No protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
CMYT	Youth Club Records	The Charities Act 2011	Financial year + 6 years	Secure disposal	Yes	No protectively marked
CMSA	Sports Association Records	The Charities Act 2011	Financial year + 6 years	Secure disposal	Yes	No protectively marked
Code of Conduct	Records relating to investigation of complaints regarding breaches of the Code of Conduct	Localism Act 2011 s. 28	Date investigation closed + 1 year	Secure disposal	Yes	Protectively marked
Code of Conduct	Records relating to members Code of Conduct	Localism Act 2011 s. 28	Date of Code of Conduct + 6 years	Secure disposal	Yes	Not protectively marked
Code of Conduct	Whistleblowing	Public interest	Date raised + 4 years	Secure disposal	Yes	Protectively marked
Communications	Correspondence/ Post & Emails	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.	Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal, other rights and interests.	Secure disposal	Yes	Not protectively marked
Communications	Newsletters, leaflets, flyers & posters	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 February 2004 has published works in print (this includes a	Calendar year + 10 years	Permanent preservation	No	Not protectively marked



Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
		pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.				
Communications	Press Releases	Legitimate interests	Current election term + 4 years	Secure disposal	No	Not protectively marked
Communications	Public Consultation	Legitimate interests	End of Consultation + 4 years	Secure disposal	Yes	Not protectively marked
Competitions	Competition Documentation	Legitimate interests	Current election term + 4 years	Secure disposal	Yes	Not protectively marked
Complaints	Complaint Records	Legitimate interests	Date raised + 4 years	Secure disposal	Yes	Not protectively marked
Constitution	Policies & Procedures	Limitation Act 1980 (as amended)	Until superseded	Secure disposal	No	Not protectively marked
Contacts	Contact Details	Legitimate interests	Permanent	Permanent Preservation	Yes	Not protectively marked
FOI	Freedom of Information (FOI) Records	Freedom of Information Act 2000	Date of request + 4 years	Secure disposal	Yes	Not protectively marked
Health & Safety	Accident Reporting	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Date of accident + 3 years	Secure disposal	Yes	Protectively marked
Health & Safety	Playground Inspections	Legitimate interests	Financial year + 6 year	Secure disposal	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Historic	Historic Parish Information	Legitimate interests	Calendar year + 10 years	Permanent preservation	No	Not protectively marked
HR	Annual Leave Records	Limitation Act 1980 s. 5	Financial year + 6 years	Secure disposal	Yes	Protectively marked
HR	Appraisal Documentation	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Copies of ID	Immigration (Restrictions on Employment) Order 200 s. 6	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	DBS Checks	Legitimate interests	End of Probation Period	Secure disposal	Yes	Protectively marked
HR	Disciplinary Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Employment Application Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Employment Contracts	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Job Descriptions	Legitimate interests	Until superseded	Secure disposal	No	Not protectively marked
HR	Maternity/Paternity Leave	The Statutory Maternity Pay (General) Regulations 1986 s. 26	Financial year + 6 years	Secure disposal	Yes	Protectively marked
HR	Medical Certificates	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Next of Kin information	Legitimate interests	Upon cessation of employment	Secure disposal	Yes	Protectively marked
HR	Parental Leave	Limitation Act 1980 s. 5	5 years from birth/adoption or 18 years if the child receives	Secure disposal	Yes	Protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
			disability allowance			
HR	Redundancy Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Sickness Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Statutory Sick Pay (SSP) records	The Statutory Sick Pay (General) Regulations 1982, reg 13	Financial year + 6 years	Secure disposal	Yes	Protectively marked
HR	Training Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Unpaid Leave	Limitation Act 1980 s. 5	Financial year + 6 years	Secure disposal	Yes	Protectively marked
ICO	Information Commissioner's Office (ICO) records	Legitimate interests	Date of contact + 6 years	Secure disposal	Yes	Not protectively marked
Insurance	Claims Information	Legitimate interests	Case concluded + 4 years	Secure disposal	Yes	Protectively marked
Insurance	Copies of Third Parties Insurance	Legitimate interests	Expiry date + 4 years	Secure disposal	Yes	Protectively marked
Insurance	Employers Liability & Public Liability Insurance Policies	The Employers Liability (Compulsory Insurance) Regulations 1998	40 years from date of commencement	Secure disposal	No	Not protectively marked
Legal	Breach of Trust	Limitation Act 1980 (as amended)	None	Secure disposal	Yes	Protectively marked
Legal	Byelaws	Legitimate interests	Permanent	Permanent Preservation	No	Not protectively marked
Legal	Deeds & Leases	Limitation Act 1980 (as amended)	Permanent	Permanent preservation	Yes	Protectively marked

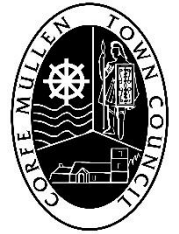
Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Legal	Defamation	Limitation Act 1980 (as amended)	1 year	Secure disposal	Yes	Protectively marked
Legal	Licences	Legitimate interests	Cessation of licence + 6 years	Secure disposal	No	Not protectively marked
Legal	Negligence	Limitation Act 1980 (as amended)	6 years	Secure disposal	Yes	Protectively marked
Legal	Personal Injury	Limitation Act 1980 (as amended)	3 years	Secure disposal	Yes	Protectively marked
Legal	Rent	Limitation Act 1980 (as amended)	6 years	Secure disposal	Yes	Protectively marked
Legal	Signed Contracts	Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Legal	Sums recoverable by Statute	Limitation Act 1980 (as amended)	6 years	Secure disposal	Yes	Protectively marked
Legal	To recover land	Limitation Act 1980 (as amended)	12 years	Secure disposal	Yes	Protectively marked
Meetings	Agendas and reports for Full meetings, Committees and Working Groups	Legitimate interests	Financial Year + 6 years	Permanent preservation	No	Not protectively marked
Meetings	Meetings Schedule	Legitimate interests	Financial Year + 6 years	Secure disposal	No	Not protectively marked
Meetings	Minute taker notes	Legitimate interests	Until minutes are approved and signed as a true and accurate record of the meeting	Secure disposal	No	Not protectively marked
Meetings	Signed Minutes	Local Government Act 1972 sch. 12 (19)	Financial Year + 6 years	Permanent preservation	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Member Administration	Declaration of Office	The Local Elections (Declaration of Acceptance of Office) Order 2012	Date of election + 6 years	Permanent preservation	Yes	Not protectively marked
Member Administration	Register of Interests, gifts & hospitality	Localism Act 2011 s. 29	Date of election + 6 years	Secure disposal	Yes	Not protectively marked
Member Administration	Register of Member's contact details	Legitimate interests	Current election term + 2 years	Secure disposal	Yes	Not protectively marked
Neighbourhood Plan	Documentation	Legitimate interests	Permanent	Permanent Preservation	Yes	Not protectively marked
Payroll	Payroll records	HMRC Compliance Handbook Manual CH15400 Superannuation	Financial year + 11 years	Secure disposal	Yes	Protectively marked
Payroll	Pension records	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s. 15	Retirement Date + 12 years	Secure disposal	Yes	Protectively marked
Photographs	Members, Officers & Events	Legitimate interests	Election term/ Cessation of employment/ Event concluded + 4 years	Secure disposal	No	Not protectively marked
Planning	Council applications & documentation	Legitimate interests	Permanent	Permanent Preservation	No	Not protectively marked
Risk	Risk Assessments	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
SARs	Subject Access Requests (SAR) Records	General Data Protection Regulations Article 15	Date of requests + 4 years	Secure disposal	Yes	Not protectively marked
SLA	Service Level Agreement (SLA) Records	Local Audit & Accountability Act 2014	Cessation of Agreement + 6 years	Secure disposal	No	Not protectively marked

<b>Category</b>	<b>Description</b>	<b>Legal basis</b>	<b>Retention Period (on site)</b>	<b>Action upon expiry</b>	<b>Potentially contains SC data</b>	<b>Protectively Marked</b>
Sport	Sports Provision Records	Legitimate interests	Financial year + 6 years	Secure disposal	Yes	No protectively marked

# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 November 2024



Agenda Item: TC 24/162

Paper: H

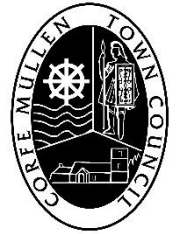
<b>Subject:</b>	Public Spaces Protection Order
<b>Prepared By:</b>	Catherine Horsley, Town Clerk
<b>Purpose of Report:</b>	Members to consider whether to apply to Dorset Council for Public Spaces Protection Orders for locations within Corfe Mullen.
<b>Background:</b>	<p>Public Spaces Protection Orders (PSPOs) are in place to make sure public places can be enjoyed by everyone and kept free from anti-social behaviour.</p> <p>They deal with a particular nuisance or problem that is detrimental to the local community's quality of life, in a specific public area. A PSPO can cover several activities such as anti-social drinking and dog fouling.</p> <p>PSPOs last for 3 years and can only be put in place:</p> <ul style="list-style-type: none"> <li>• if there is evidence that it is needed</li> <li>• with the agreement of Dorset Councillors</li> <li>• after public consultation - the order must be published in writing and reasonable signage must be put up in the area</li> </ul> <p><b>When can Dorset Council issue PSPOs</b></p> <p>An anti-social behaviour related PSPO can be issued for any nuisance or anti-social behaviour that impacts negatively on a community.</p> <p>The PSPO targets persistent anti-social behaviour that has a detrimental impact on others including:</p> <ul style="list-style-type: none"> <li>• possession, supply or use of intoxicating substances</li> <li>• the anti-social drinking of alcohol</li> <li>• behaviour likely to cause nuisance, harassment, alarm or distress to others</li> </ul> <p><b>How Dorset Council approach anti-social behaviour</b></p> <p>The approach towards people committing anti-social behaviour and breaking the PSPO is to:</p> <ul style="list-style-type: none"> <li>• work positively with them</li> <li>• give advice and encourage them to access relevant help and support services</li> <li>• work closely with partner agencies and voluntary groups to get there support</li> <li>• If advice and support does not work and a person's anti-social behaviour continues, they would be given a verbal warning. Issuing a fine is the last resort, where all other measures have not worked.</li> </ul>

	<p><b>Controlled drinking zones</b></p> <p>An authorised person can ask someone to stop drinking or confiscate alcohol in a controlled drinking zone if they think anti-social behaviour is likely to take place. It is a criminal offence if the person does not comply.</p>
<p><b>Key Points:</b></p>	<p>Following recent events in Corfe Mullen particularly outside the large Co-op on Towers Way and continual anti-social behaviour and vandalism across Town Council sites, namely Towers Way Open space adjacent to the Village Hall and Council Office, Recreation Ground, Springdale Road Open Space car park and Cemeteries.</p> <p>Members to consider locations and whether an application(s) is to be submitted to Dorset Council to progress with Public Spaces Protection Order(s) for locations in Corfe Mullen.</p>
<p><b>Implications:</b></p>	<p>Public spaces should be enjoyed by everyone and kept free from anti-social behaviour. If anti-social behaviours continue to cause a nuisance or problem, this could be detrimental to the local community's quality of life, in a specific public area.</p> <p>An application(s) submitted to Dorset Council does not mean Public Spaces Protection Order(s) will be granted. Public consultation is key to the application(s) being progressed and put in place.</p> <p><b>Penalties</b></p> <p>Breaking a Public Spaces Protection Order is a criminal offence. A person can be fined a £100 fixed penalty notice on the spot.</p> <p>If the fixed penalty notice is paid, the offence is discharged, and no further action is taken.</p> <p>If the fixed penalty notice is not paid, a person may be liable on summary conviction in a Magistrates Court to a fine not exceeding £1,000.</p>
<p><b>Recommendation:</b></p>	<p>To consider whether the Town Council wish to progress with submitting PSPO application(s) to Dorset Council for locations in Corfe Mullen.</p>



# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 November 2024



Agenda Item: TC 24/163

Paper: I

<b>Subject:</b>	Request from Early Learning Provider, Mini Munchkins
<b>Prepared By:</b>	Catherine Horsley, Town Clerk
<b>Purpose of Report:</b>	To Consider request received from Early Learning Provider, Mini Munchkins
<b>Background:</b>	<p>Mini Munchkins currently use the Sports Pavilion lounge, prep room and changing room 10 for storage, during term time only, Monday to Friday 8am-6pm via a Hire Agreement.</p> <p>The current daily fee is £80 per day, paid monthly in advance.</p>
<b>Key Points:</b>	<p>Mini Munchkins have advised that as a result of new HM Government funding available for babies from 9 months, with the possibility of funding increasing from September 2025, the small business owners are considering expanding their business to enable them to take babies.</p> <p>To enable them to take babies from 9 months, Mini Munchkins require an additional room separate to the current arrangement.</p> <p>The request is for the Council to consider Mini Munchkins using changing rooms 8/9 as a baby room. This would entail modifying the space to suit the purpose, at their cost.</p>
<b>Implications:</b>	<p>Currently, the sports pavilion has 8 changing rooms and 1 referee changing room available for hire to sports teams using the sports pitches. On a Saturday, all changing rooms are in use and on a Sunday, all but 2 changing rooms are in use. Should Council agree to the request, this would reduce the number of changing rooms available whilst hiring sports pitches, with the majority of sports teams requiring changing facilities due to league requirements.</p> <p>Changing rooms 8/9 are the better of the changing facilities available with natural light. A substantial sum of monies would need to be invested by Mini Munchkins to modify the changing rooms to ensure they were fit for purpose.</p> <p>Additional costs could be incurred by the Council, should Mini Munchkins no longer use changing rooms 8/9 as a bandy room to turn back into changing facilities with showers.</p> <p>Council should be mindful of the commencement of public consultation for the redevelopment of the sport pavilion and Recreation Ground, and future impact of project on Mini Munchkins.</p>
<b>Recommendation:</b>	To agree how to proceed with request from Early Learning Provider, Mini Munchkins.

## Being locationCORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 26 November 2024**



**Agenda Item: TC 24/164**

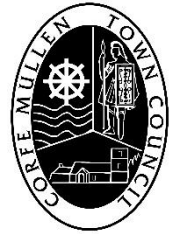
**Paper: J**

<b>Subject:</b>	Request from Corfe Mullen Carnival Committee
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider request from Corfe Mullen Carnival Committee to install an 8’x10’ storage shed in the Grounds Unit compound at the Recreation Ground.
<b>Background:</b>	<p>Previous request was received from the Corfe Mullen Carnival Committee was discussed at the Community Services Committee meeting held on 11 June 2024, who recommended approval to Full Council on 25 June 2024 to relocate their storage shed and new safety barriers from the Scout Hut compound to the Ground Unit compound.</p> <p>It was resolved for the Carnival Committee to reconsider their options to relocate their shed and store new safety barriers in the Scout Hut compound. However, the Council would accommodate in the Grounds Unit compound, on the basis their items were self-insured in a designated area with restricted access.</p>
<b>Key Points:</b>	<p>Following recent changes to the Scouts leadership, the Carnival Committee shed currently located in the Scout Hut compound will remain in situ.</p> <p>Corfe Mullen Carnival Committee would now like the Council to consider the Carnival Committee installing an additional storage shed (8’ x 10’) in the Grounds Unit compound to store equipment, which is currently kept outside and now corroding, as well as Christmas items and lighting.</p> <p>There is sufficient space available in the Grounds Unit compound which was previously cleared in readiness for a Carnival Committee shed.</p>
<b>Implications:</b>	<p>Corfe Mullen Carnival Committee would need to ensure their equipment is self-insured and kept tidy, so it does not affect the Grounds Team.</p> <p>Town Council would not take any responsibility for to shed, contents and/or items stored in the Grounds Unit compound. The Carnival Committee must ensure they have sufficient insurance in place.</p> <p>Shed and storage items should meet current health &amp; safety legislation.</p> <p>Restricted access maintained to the Grounds Unit Compound.</p> <p>Should Council agree to a shed located in the Grounds Unit compound, a designated area would need to be agreed from the</p>

	outset to ensure there is no infringement on the Grounds Unit compound.
<b>Recommendation:</b>	To agree how to proceed with the request for Corfe Mullen Carnival Committee to install an 8' x 10' shed in the Grounds Unit compound at Corfe Mullen Recreation Ground.

# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 November 2024



Agenda Item: TC 24/165

Paper: K

<b>Subject:</b>	Enabling remote attendance and proxy voting at local authority meetings
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider a response to the consultation relating to enabling remote attendance and proxy voting at local authority meetings.
<b>Background:</b>	<p>The Ministry of Housing, Communities &amp; Local Government published a short consultation on 24 October 2024, titled - Enabling remote attendance and proxy voting at local authority meetings.</p> <p>This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.</p> <p><b>Scope of the consultation</b></p> <p>HM Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal Council meetings remotely and vote by proxy in certain circumstances.</p> <p>If any changes to legislation are made as a result of this consultation, they would only apply to local authorities in England, meaning the Town Council.</p> <p>This is an open consultation. The Ministry of Housing, Communities &amp; Local Government, particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authority, Town Council; and those bodies that represent the interests of local members/representatives at all levels.</p> <p><b>Body/bodies responsible for the consultation</b></p> <p>The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting the consultation.</p> <p><b>Duration</b></p> <p>The consultation runs for 8 weeks from 24 October 2024 to 19 December 2024. Response to this consultation can only be submitted through the online consultation platform, Citizen Space.</p> <p><a href="#">Ministerial Foreward</a></p> <p><a href="#">Consultation</a> The online survey asks 13 questions to which responses can be submitted on behalf of the Council as a collective and/or individually as elected members, members of the public.</p>

<p><b>Key Points:</b></p>	<p>HM Government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for Council by removing unnecessary barriers.</p> <p>The attendance of elected members at local authority meetings is a core part of the democratic process at a local level and is integral to members carrying out their functions effectively.</p> <p>In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.</p> <p>At the same time, HM Government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.</p> <p>The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend Council meetings remotely. It is hoped that it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.</p> <p>In addition, HM Government are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.</p> <p>In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks the views on the detail and practical implications of the proposition to inform ongoing policy development.</p>
<p><b>Implications:</b></p>	<p><b>Remote Meetings:</b> During Covid-19, Local Authorities were able to meet remotely to ensure the Council functioned as 'business as usual'. This worked well with more engagement from within the community who were able to join the meetings remotely to listen to in and be part of public participation. This arrangement ceased in May 2021, when all Local Authorities by law returned to meeting face to face. Albeit, in Wales, they are able to continue to meet remotely.</p> <p>Meeting remotely gives the Council flexibility with Council business more accessible to all.</p>

	<p><b>Voting by Proxy:</b> Anyone in attendance at a meeting, either in person or remotely, will have the benefit of listening to any officer presentation, can hear from any members of the public and will be able to consider any information that arises as a result of a debate and take all of this information into account before exercising their right to vote.</p> <p>Anyone who is voting by proxy would be forming a view without the benefit of all the information heard by members attending a meeting, and there may also be issues arising in respect of potential predetermination or if amendments are proposed and agreed during the debate.</p>
<b>Recommendation:</b>	To complete online survey in response to the short consultation enabling remote attendance and proxy voting at local authority meetings.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 27 August 2024**

**Agenda Item: TC 24/166**

**Paper: L**

<b>Subject:</b>	Update from Joint Working Party with Wimborne Minster Town Council
<b>Prepared By:</b>	Catherine Horsley, Town Clerk
<b>Purpose of Report:</b>	To Note minutes from the last working party meeting held on 12 September 2024.
<b>Background:</b>	Corfe Mullen Town Council, Wimborne Minster Town Council, Lytchett Minster & Upton Town Council, Pamphill & Shapwick Parish Council and Colehill Parish Council acknowledge an increase in pedestrian and cyclist footfall between both parishes and have resolved to review the current route to and from both parishes via Wimborne Road, the A31 Lake Gates roundabout and B3078 (Julians Road) and improve the safety and accessibility for cyclists and pedestrians to make recommendations to Dorset Council and National Highways.
<b>Key Points:</b>	<p>Please see Appendix 1 – Approved minutes from last meeting held on 12 September 2024 for noting.</p> <p>A meeting took place on 12 November 2024, with draft minutes yet to be approved. Key discussions related to pending site visit with Cllr P Purvis and National Highways representative at A31 Lake Gates roundabout and drafting of document to seek support from Historic England, the Environment Agency and MP Vikki Slade to be finalised at the next meeting.</p> <p>Note: Items on the Planning &amp; Highways Committee, Highways Schedule Update in relation to speed limit coming off the Lake Gates Roundabout onto Wimborne Road and pedestrian crossing on Wimborne Road, near to the Lambs Green Inn to form part of the Working Parties recommendations to Dorset Council and/or National Highways.</p> <p>Next Joint Working Party scheduled on 9 January 2025 at Wimborne Minster Town Hall.</p>
<b>Implications:</b>	<p>Road safety of parishioners should be a priority for both Town Councils, Unitary Authorities and other Government Agencies. Taking a proactive approach to highway safety improvement rather than being reactive.</p> <p>Costs to carry out any recommendations will need to be budgeted, with match funding considered by both Town Councils along with Government funding opportunities considered for highway improvements on the A31, as part of the National Highways road network and Dorset Council as the Highways Authority.</p> <p>Any recommendations may be cost prohibited, due to funding.</p>

<b>Recommendation:</b>	To NOTE update.
------------------------	-----------------





# Corfe Mullen and Wimborne Minster Town Councils Joint Working Group Notes



**Thursday 12 September 2024 at 2pm  
in the Committee Room at Wimborne Minster Town Hall**

**Present:**                   **Councillors**  
Phil Purvis – Corfe Mullen  
Ray Griffin – Lytchett Minster & Upton  
Ann Roberts – Wimborne Minster  
KD Johnston - Colehill

**In Attendance:**       Catherine Horsley - Corfe Mullen (Town Clerk )  
Louise Harrison - Wimborne Minster (Town Clerk - minute taker)

## **1. Introductions**

P Purvis welcomed members to the meeting and introductions were made.

## **2. The following apologies were noted:**

Town Councillors Duncan Sowry-House (Corfe Mullen), Jeff Hart (Wimborne Minster) and Simon Wheeler (Wimborne Minster),  
Councillor David Morgan Dorset Council Ward Member for Wimborne Minster  
Christopher Peck, Principal Transport Planner, Dorset Council  
Vikki Slade, MP for Mid Dorset and Poole

## **3. Route access options for pedestrians and cyclists**

P Purvis provided background information on the terms of reference for the Group to the new members and confirmed the three options currently being assessed by Dorset Council for Julians Bridge (wholly separate footbridge, cantilevered structure of the existing bridge and shuttle working on carriageway with dedicated footway).

Everyone agreed the third option (shuttle working on carriageway with dedicated footway) was the least preferred option and the inclusion of representatives from National Highways and the Environment Agency was to be encouraged to ascertain their views. It was also agreed other potential options should be explored.

L Harrison confirmed Queen Elizabeth's School had been contacted regarding sending a representative student to attend Group meetings for their views.

## **4. Traffic / speed surveys**

Catherine Horsley confirmed as part of the budget setting process for the 2025/26 financial year, Corfe Mullen Town Council would allocate some budget to support the installation of pedestrian crossing options the Lambs Green following public requests, albeit the exact amount had yet to be agreed.

Catherine Horsley and Louise Harrison confirmed they would refer requests for speed / traffic surveys to support and evidence the work of the Group to both Town Councils.

## **5. Funding options**

Catherine Horsley and Louise Harrison confirmed they would seek clarification from their respective Council's for 2025/26 budget commitment for this project.

KD Johnston and Ray Griffin stated they would refer the option of securing a small 'token' amount for the project and reminded the Group that parish and town council's did not have statutory responsibility for highways issues.

## **6. Agreed actions:**

- P Purvis agreed to review the "Walking, cycling and horse-riding assessment for the A31 / B3078 Lake Gates Roundabout" commissioned in August 2022 and report back to the next Group meeting
- L Harrison to organise a site visit to Lake Gates roundabout with National Highways and P Purvis
- L Harrison / C Horsley to secure the attendance of representatives from National Highways, the Environment Agency, Dorset Police traffic management, Queen Elizabeth's School, Dorset Council and BCP (in terms of strategic leads for highways infrastructure) at future meetings
- Catherine Horsley and Louise Harrison to confirm location and timing of traffic / speed surveys

## **7. Confirmation of date and location of next meeting (14 November at Corfe Mullen Village Hall) and close of meeting at 2pm.**