



## **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 28 January 2025**

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

A handwritten signature in cursive script, appearing to read 'C Horsley'.

**Catherine Horsley**  
**Town Clerk & RFO**  
**22 January 2025**

**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 24/312    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/313    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 24/314    Paper A – To Approve minutes of the Town Council meeting held on 7 January 2025** – LGA 1972, sch 12, para 41
- TC 24/315    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 24/316    Paper C - To Approve Bank Reconciliation for December 2024**
- TC 24/317    Paper D – To Note the already Approved minutes of Committees:**
- Finance & Administration Committee – 19 November 2024
  - Planning & Highways Committee – 26 November 2024

- TC 24/318 Paper E – To Approve Recommendations from the Finance & Administration Committee**
- TC 24/319 Verbal – To Note Update on Redesign of Town Council Website – Clerk**
- TC 24/320 Paper F - To Consider Items for Approval**
- a) Purchasing of Trailer Accessories
  - b) Purchasing of Replacement Civic Regalia
  - c) Installation of Tarmac Entrance to the Allotment Site
  - d) Upgrade of Telecommunications
  - e) Servicing of Ride on Mower
  - f) Repairs to Gator Vehicle following Annual Service
  - g) Purchasing and installation of fencing around the Christmas Tree at Windgreen
  - h) Purchasing of Folding Tables for the Sports Pavilion Lounge
- TC 24/321 Paper G – To Consider and Approve Flag Flying Policy**
- TC 24/322 Paper H – To Consider and Approve use of electronic communication – Instagram**
- TC 24/323 Paper I – To Consider Ministry of Housing, Communities and Local Government (MHCLG) Consultation on Standards in Public Life and Conduct**
- TC 24/324 Paper J – To Consider the Town Council having a Stall at Corfe Mullen Carnival in June 2025**
- TC 24/325 Paper K – To Consider Request from Corfe Mullen Carnival Committee**
- TC 24/326 Paper L – To Consider Request from Local Artist to exhibit ‘For King And Country Portrait Project’ in the Village Hall to commemorate the 80<sup>th</sup> Anniversary of the of World War II**
- TC 24/327 Paper M – To Agree How to Proceed with Councillor Coffee Meetings**
- TC 24/328 Paper N – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/329 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 24/330 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/331 Paper O – To Note Update from Joint Working Party with Wimborne Minster Town Council**
- TC 24/332 Verbal – To Note Clerk’s Update**
- TC 24/333 Verbal – To Note Mayor’s Report**
- TC 24/334 Verbal – To Note Dorset Councillor Report**
- TC 24/335 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>
- TC 24/336 To Agree a date and time for the next meeting – Tuesday 25 February 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 24/337 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 7 January 2025  
on the rising of the Finance and Administration Committee Meeting in the small hall of the  
Village Hall**

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

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

**Public Participation**

There were no members of the public present.

**TC 24/305    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received from Cllrs A & P Holland due to personal circumstances, Cllrs Sowry-House and Florek who both had a prior commitment and Cllr Papilio who was unwell.

**TC 24/306    To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**TC 24/307    Paper A – To Approve minutes of the Full Council meeting held on 17 December 2024** – LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 17 December 2024.

**TC 24/308    Paper B - To Consider recommendations from the Finance & Administration Committee on draft Budget and Precept for the 2025/26 financial year**

The Chair noted all members had been listening to the discussions which had taken place at the previous Finance and Administration Committee relating to the recommendations for setting the Corfe Mullen Town Council 2025/26 budget and precept request.

The recommendation of the Finance and Administration Committee was to set the Corfe Mullen Town Council annual budget for 2025/26 financial year at £699,663.00.

Those members who were not members of the Finance & Administration Committee commented on the discussions at the previous meeting in terms of the proposed income and expenditure, acknowledging the increased costs to the Council alongside protecting valuable services for the benefit of the community and future decision making.

It was **RESOLVED** to accept the recommendation of the Finance & Administration Committee and set the Corfe Mullen Town Council annual budget for 2025/26 financial year at £699,663.00.

Members then discussed the level of precept required from Dorset Council to cover the 2025/26 budget and the effect of any increase on those who pay Council Tax, with members acknowledging increased living costs for residents, alongside the level of general reserves held.

Members discussed at length the recommendation from the Finance & Administration Committee to set the precept at £609,663.00, an increase of 8.15%, which would see a Band D property increasing from £138.64 to £149.94 per annum with £90,000 of general reserves used to reduce the deficit. Members felt the level of precept should negate the need to use a higher level of general reserves to meet the deficit, bearing in mind the forthcoming pavilion redevelopment/rebuild project.

Cllr Jefferies proposed an increase of 9.90%, which would see a Band D property increasing from £138.64 to £152.37 per annum with £80,137.41 of general reserves used to reduce the deficit. This was seconded by Cllr Lortie. Members then voted.

It was **RESOLVED** to **APPROVE** setting the precept at £619,525.59, an increase of 9.90%, which would see a Band D property increasing from £138.64 to £152.37 per annum with £80,137.41 reserves to be used to reduce the deficit.

**TC 24/309 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

The Clerk confirmed an update on the redesign of the Town Council Website would be provided at the next meeting.

**TC 24/310 To Agree a date and time for the next meeting – Tuesday 28 January 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**

Members thanked Cllrs Lortie and Neil for effectively chairing the Finance & Administration Committee and Full Council meetings respectively.

**TC 24/311 Close of meeting at 21:23**

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: 28 January 2025

Agenda Item: TC 24/316

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 December 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 December 2024.

## Corfe Mullen Town Council

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

*Name and Role (Clerk/RFO etc)*

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

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

	<b>Bank Reconciliation at 31/12/2024</b>		
	Cash in Hand 01/04/2024		590,612.10
	<b>ADD</b>		
	Receipts 01/04/2024 - 31/12/2024		639,415.67
			1,230,027.77
	<b>SUBTRACT</b>		
	Payments 01/04/2024 - 31/12/2024		406,747.42
<b>A</b>	<b>Cash in Hand 31/12/2024</b> (per Cash Book)		<b>823,280.35</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2024	0.00
	Cooperative Current Account	31/12/2024	62,739.09
	Public Sector Deposit Fund	31/12/2024	760,646.10
			<b>823,385.19</b>
	Less unrepresented payments		104.84
			823,280.35
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>823,280.35</b>
	<b>A = B Checks out OK</b>		

# Corfe Mullen Town Council

20 January 2025 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
765	Rates & Utilities	01/12/2024	TC 24/156	Cooperative Current	DD	Rates	Dorset Council	Z	227.00		227.00
766	Rates	01/12/2024	TC 24/156	Cooperative Current	DD	Rates	Dorset Council	Z	432.00		432.00
763	Equipment Fuel	02/12/2024	TC 24/156	Cooperative Current	DD	Fuel	UK Fuels Limited	S	20.05	4.01	24.06
748	Pavilion - Utilities	03/12/2024	TC 24/156	Cooperative Current	DD	Gas Usage	British Gas	L	274.43	13.72	288.15
854	Staff Training	05/12/2024		Cooperative Current	IB	Training	Wimborne Minster Town Ci	Z	-150.00		-150.00
778	Bank Charges	05/12/2024	TC 24/183	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
768	Pavilion - Utilities	06/12/2024	TC 24/156	Cooperative Current	DD	Electricity Usage	British Gas	L	316.68	15.83	332.51
791	Vehicle Fuel	09/12/2024	TC 24/183	Cooperative Current	DD	Fuel	UK Fuels Limited	S	61.51	12.29	73.80
791	Equipment Fuel	09/12/2024	TC 24/183	Cooperative Current	DD	Fuel	UK Fuels Limited	S	29.53	5.91	35.44
791	Equipment Fuel	09/12/2024	TC 24/183	Cooperative Current	DD	Fuel	UK Fuels Limited	S	15.58	3.12	18.70
813	Repairs & Maintenance	10/12/2024	TC 24/183	Cooperative Current	Card	Equipment	iLECSYS Limited	S	41.75	8.35	50.10
821	Printing/Postage/Stationery	11/12/2024	TC 24/183	Cooperative Current	Card	Postage	Swanage Post Office	Z	1.55		1.55
788	Office IT & Software	14/12/2024	TC 24/183	Cooperative Current	DD	Monthly Subscription	Newburgh Networks Limite	S	160.00	32.00	192.00
816	Health & Safety Services	15/12/2024	TC 24/183	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
767	CMVH	16/12/2024	TC 24/156	Cooperative Current	Card	Fees	Dorset Council	S	740.00	148.00	888.00
775	Public Toilets	18/12/2024	TC 24/183	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	360.00	72.00	432.00
775	Ground Staff Building (premise	18/12/2024	TC 24/183	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
782	Public Toilets	18/12/2024	TC 24/183	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing i	S	19.90	3.98	23.88
820	Public Toilets	18/12/2024	TC 24/183	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing i	S	26.05	5.21	31.26
780	Cleaning Materials & Supplies	18/12/2024	TC 24/183	Cooperative Current	IB	Fire Safety	Amazon Payments UK Ltd.	S	4.99	1.00	5.99
786	Security (Alarm & CCTV)	18/12/2024	TC 24/183	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	600.00	120.00	720.00
799	Waste & Recycling	18/12/2024	TC 24/183	Cooperative Current	DD	Waste Collection	Dorset Council	Z	321.16		321.16
800	Cleaning Materials & Supplies	18/12/2024	TC 24/183	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	35.90	7.18	43.08
814	Tools & Equipment	18/12/2024	TC 24/183	Cooperative Current	IB	Equipment	Landscape Supply Compan	S	73.90	14.78	88.68
817	Cleaning Materials & Supplies	18/12/2024	TC 24/183	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	14.15	2.83	16.98
844	Cleaning Materials & Supplies	18/12/2024	TC 24/183	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	12.16	2.43	14.59
775	Pavilion - Cleaning & Supplies	18/12/2024	TC 24/183	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	559.00	111.80	670.80
776	Meeting Room Hire	18/12/2024	TC 24/183	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	55.50		55.50
777	Meeting Room Hire	18/12/2024	TC 24/183	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	26.00		26.00
779	Chairman's Allowance	18/12/2024	TC 24/183	Cooperative Current	IB	Community Engagement	Corfe Mullen Village Hall	Z	98.75		98.75
787	Staff Training	18/12/2024	TC 24/183	Cooperative Current	IB	Training	Lifeline Training	Z	450.00		450.00
790	Pavilion - Cleaning & Supplies	18/12/2024	TC 24/183	Cooperative Current	IB	Cleaning	R Evetts	Z	25.50		25.50
799	Pavilion - Waste	18/12/2024	TC 24/183	Cooperative Current	DD	Waste Collection	Dorset Council	Z	58.26		58.26
804	Pavilion - Utilities	18/12/2024	TC 24/183	Cooperative Current	DD	Water Usage	Waterplus	Z	27.52		27.52

# Corfe Mullen Town Council

20 January 2025 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
805	Pavilion - Utilities	18/12/2024	TC 24/183	Cooperative Current	DD	Water Usage	Waterplus	Z	19.74		19.74
808	Office IT & Software	18/12/2024		Cooperative Current	IB	Annual Subscription	Vision ICT	S	490.00	98.00	588.00
812	Councillor Training	18/12/2024	TC 24/183	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	35.00		35.00
818	Pavilion - Maintenance	18/12/2024	TC 24/183	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	35.89	7.18	43.07
834	Councillor Training	18/12/2024	TC 24/183	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	60.00		60.00
839	Chairman's Allowance	18/12/2024	TC 24/183	Cooperative Current	IB	Consumables	Staff	Z	150.00		150.00
843	Office IT & Software	18/12/2024	TC 24/183	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
900	Staff Training	18/12/2024		Cooperative Current	IB	Training	Lytchett Minster and Uptor	Z	-75.00		-75.00
781	Street Lighting and Furniture	18/12/2024	TC 24/183	Cooperative Current	IB	Maintenance	Enerveo Limited	S	80.83	16.17	97.00
783	Youth Centre Revenue Grant	18/12/2024	TC 24/183	Cooperative Current	IB	Hub Rent	Initio Learning Trust	Z	3,217.50		3,217.50
785	Youth Centre Revenue Grant	18/12/2024	TC 24/183	Cooperative Current	IB	Hub Rent	Initio Learning Trust	Z	3,217.50		3,217.50
789	Office Cleaning (inc Windows)	18/12/2024	TC 24/183	Cooperative Current	IB	Cleaning	R Evetts	Z	10.00		10.00
792	Youth Centre Revenue Grant	18/12/2024	TC 24/183	Cooperative Current	IB	CMYT Grant	Corfe Mullen Youth Trust	Z	7,641.25		7,641.25
795	VH Reimbursement	18/12/2024	TC 24/183	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	14.99		14.99
797	Telephone/Internet	18/12/2024	TC 24/183	Cooperative Current	DD	Monthly Subscription	Buzz Networks Ltd.	S	40.75	8.15	48.90
799	Office - Waste Collection	18/12/2024	TC 24/183	Cooperative Current	DD	Waste Collection	Dorset Council	Z	38.95		38.95
800	Plant Maintenance	18/12/2024	TC 24/183	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	27.95	5.59	33.54
801	Water	18/12/2024	TC 24/183	Cooperative Current	DD	Water Usage	Waterplus	Z	-292.15		-292.15
802	Rates & Utilities	18/12/2024	TC 24/183	Cooperative Current	DD	Water Usage	Waterplus	Z	5.78		5.78
803	Rates & Utilities	18/12/2024	TC 24/183	Cooperative Current	DD	Water Usage	Waterplus	Z	16.17		16.17
806	Utilities	18/12/2024	TC 24/183	Cooperative Current	DD	Water Usage	Waterplus	Z	52.64		52.64
806	VH Reimbursement	18/12/2024	TC 24/183	Cooperative Current	DD	Water Usage	Waterplus	Z	157.90		157.90
807	Rates & Utilities	18/12/2024	TC 24/183	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	188.96	9.45	198.41
809	Printing/Postage/Stationery	18/12/2024	TC 24/183	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	8.98	1.80	10.78
811	Printing/Postage/Stationery	18/12/2024	TC 24/183	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	42.20	8.44	50.64
815	Plant Maintenance	18/12/2024	TC 24/183	Cooperative Current	IB	Maintenance	Longham Garden Machiner	S	124.46	24.89	149.35
824	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-187.94	-9.40	-197.34
825	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-175.80	-8.79	-184.59
826	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-188.31	-9.42	-197.73
827	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-69.19	-13.84	-83.03
827	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-167.54	-8.38	-175.92
828	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
828	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-173.13	-8.66	-181.79
829	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-69.19	-13.84	-83.03
829	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-167.54	-8.38	-175.92



Corfe Mullen Town Council

20 January 2025 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
830	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
830	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-173.13	-8.66	-181.79
831	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
831	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-173.13	-8.66	-181.79
832	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-69.19	-13.84	-83.03
832	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-167.54	-8.38	-175.92
833	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
833	Street Lighting and Furniture	18/12/2024		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-173.13	-8.66	-181.79
840	Printing/Postage/Stationery	18/12/2024		Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	-8.98	-1.80	-10.78
855	VH Reimbursement	18/12/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-14.99		-14.99
856	VH Reimbursement	18/12/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-157.90		-157.90
784	CMYT - Reimbursement	18/12/2024	TC 24/183	Cooperative Current	IB	CMYT Items	Initio Learning Trust	Z	29.43		29.43
796	CMYT - Reimbursement	18/12/2024	TC 24/183	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	4.99		4.99
857	CMYT - Reimbursement	18/12/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-4.99		-4.99
858	CMYT - Reimbursement	18/12/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-29.43		-29.43
810	Recreation Ground Pit Area	19/12/2024	TC 24/135	Cooperative Current	IB	Grounds Maintenance	Shane Phayer	Z	950.00		950.00
819	Recreation Ground Pit Area	19/12/2024	TC 24/183	Cooperative Current	IB	Grounds Maintenance	Evergreen Services	Z	950.00		950.00
798	Employment Services	20/12/2024	TC 24/183	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
822	Vehicle Fuel	23/12/2024	TC 24/183	Cooperative Current	DD	Fuel	UK Fuels Limited	S	81.44	16.29	97.73
822	Equipment Fuel	23/12/2024	TC 24/183	Cooperative Current	DD	Fuel	UK Fuels Limited	S	20.01	4.00	24.01
822	Vehicle Maintenance	23/12/2024	TC 24/183	Cooperative Current	DD	Fuel	UK Fuels Limited	S	36.20	7.24	43.44
835	Salaries	24/12/2024	TC 24/183	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	12,916.48		12,916.48
836	Pension	24/12/2024	TC 24/183	Cooperative Current	IB	Pension Contributions	DCPF	Z	4,558.11		4,558.11
837	National Insurance	24/12/2024	TC 24/183	Cooperative Current	IB	NIC	HMRC	Z	2,197.58		2,197.58
838	PAYE	24/12/2024	TC 24/183	Cooperative Current	IB	PAYE	HMRC	Z	1,581.40		1,581.40
846	Telephone/Broadband/Mobiles	24/12/2024	TC 24/183	Cooperative Current	DD	Mobile Costs	EE	S	9.49	1.90	11.39
749	Ground Staff Building (premise	25/12/2024	TC 24/156	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.67	3.73	22.40
842	Election Costs	26/12/2024	TC 24/183	Cooperative Current	DD	Elections	Dorset Council	Z	50.00		50.00
891	Health & Safety Services	27/12/2024	FA 24/56	Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
841	Utilities	29/12/2024	TC 24/183	Cooperative Current	DD	Electricity Usage	British Gas	S	329.90	65.98	395.88
872	Commemorative Flag Pole	30/12/2024	FA 24/56	Cooperative Current	IB	Equipment	One Stop Promotions Limit	S	73.00	14.60	87.60
873	Equipment Fuel	30/12/2024	FA 24/56	Cooperative Current	DD	Fuel	UK Fuels Limited	S	16.85	3.37	20.22
<b>Total</b>									<b>42,150.24</b>	<b>799.42</b>	<b>42,949.66</b>













Corfe Mullen Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
291	Tennis Court Fees	05/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis	Z			
294	Cemetery Fees	08/12/2024		Cooperative Current	IB	Transfer of Burial Rights	Member of Public	Z	92.00		92.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	24.00		24.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	24.00		24.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
295	Pitch Fees	09/12/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
296	Cemetery Fees	11/12/2024		Cooperative Current	IB	Cemetery Fees	Excalibur	Z	179.00		179.00
297	Allotment Rents	16/12/2024		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	7.26		7.26
298	Tennis Court Fees	16/12/2024		Cooperative Current	IB	Tennis Court Fees	Laura Coley	Z	-7.50		-7.50
299	Staff Training	18/12/2024		Cooperative Current		Training	Lytchett Minster and Upton	Z			
300	Staff Training	18/12/2024		Cooperative Current		Training	Ringwood Town Council	Z			
301	Staff Training	18/12/2024		Cooperative Current		Training	Swanage Town Council	Z			
302	Staff Training	18/12/2024		Cooperative Current		Training	Weymouth Town Council	Z			
303	Street Lighting and Furniture	18/12/2024		Cooperative Current		Materials & Supplies	Corfe Mullen Library	Z			
304	Remembrance Sunday	18/12/2024		Cooperative Current		Remembrance Sunday Wreaths	Duncan Sowry-House	Z			
305	Remembrance Sunday	18/12/2024		Cooperative Current		Remembrance Sunday Wreaths	St Nicholas Church	Z			
307	Pitch Fees	18/12/2024		Cooperative Current		Pitch Fees	Lytchett Matravers FC	Z	54.00		54.00
309	Tennis Court Fees	18/12/2024		Cooperative Current		Tennis Court Fees	Simon Dunford	Z	5.50		5.50



































RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
326	Tennis Court Fees	31/12/2024		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z			
									<b>Total</b>	<b>6,079.78</b>	<b>6,079.78</b>





**Minutes of the Extra-Ordinary Meeting of Finance & Administration Committee held at 19:00 on Tuesday 19 November 2024 in the small hall of the Village Hall**

**Present:** **Councillors**  
J Lortie (Chair)  
A Craven  
S Florek  
A Joyce  
V Papilio  
D Sowry-House

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

**Public Participation**

There were no members of the public present.

**FA 24/37 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Hardy who had a prior work commitment.

**FA 24/38 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 Papilio declared a non-pecuniary interest relating to agenda item no. FA 24/47 – To Review and Approve Allotment Rents effective from 1 April 2026 as an allotment holder.

**FA 24/39 Paper A - To Approve minutes of meeting held on 8 October 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 8 October 2024 were **APPROVED**.

**FA 24/40 Paper B - To Consider Small Grants Programme Application from Citizens Advice East Dorset & Purbeck**

The Clerk presented the report, providing an update on the small grant of £2000 awarded to Legs and Company Leg Club, whereby, the club had ceased with immediate effect, with the Charity being dissolved due to resources and suitability of their building. Therefore, the Club would be returning a proportion of the 2023/24 grant and would not be accepting the 2024/25 small grant. The Charity thanked the Council for their support over the previous five years.

The Clerk explained that as a result of the small grant no longer being awarded to Legs and Company Leg Club, the small grants programme cost centre balance was £2613.90. Therefore, there was sufficient budget available to award £1800 requested to the Citizens Advice East Dorset & Purbeck.

Cllr Craven noted the decision-making process to award small grants and the challenges when receiving late small grant applications. However, on this occasion, the Council were able to fulfil the full request received from the Citizens Advice East Dorset & Purbeck

It was **RESOLVED** to recommend approval to Full Council to award a small grant to the Citizens Advice East Dorset & Purbeck totalling £1800.

**FA 24/41 Paper C – To Review and Approve Risk Management Strategy & Schedule**

The Clerk presented the report, noting the new items listed and updates shown in italics on the schedule. Members felt the schedule was very comprehensive with measures in place to mitigate the risks identified.

It was **RESOLVED** to recommend approval to Full Council of the Risk Management Strategy & Schedule 2024/25.

**FA 24/42 Paper D - To Review and Approve Records Management & Retention Policy**

The Clerk presented the report, noting the policy had been reviewed in line with NALC guidance and best practices.

It was **RESOLVED** to recommend approval to Full Council of the Records Management & Retention Policy.

**FA 24/43 Paper E – To Consider and Approve Funds Transfer from General Reserves to Earmarked Reserves**

The Clerk presented the report, noting the previous internal audit report stated the general reserves of the Council were at the very upper end of good practice and should remain within 3-6 months operating costs. Should members agree to transfer funds from the general reserves to the earmarked reserves for the Pavilion Refurbishment/Rebuild Project this would also reduce the total amount of borrowing via a Public Works Loan for the project.

Members discussed the anticipated costs of the Pavilion Refurbishment/Rebuild Project and the benefits of reducing the total amount of borrowing in terms of interest payable on a Public Works Loan.

It was **RESOLVED** to recommend approval to Full Council to transfer £80,000 from general reserves to earmarked reserves for the Sports Pavilion Refurbishment/Rebuild Project.

**FA24/44 Paper F – To Note CIL and Section 106 Receipts**

The Clerk presented the report, noting following the recent Grounds Team playground inspection training, it highlighted some of the play equipment at the Recreation Ground play area was approaching the end of its life. Consideration should be given to replacing the play equipment, particularly the see-saw.

Members discussed service provision, improvement and/or replacement of infrastructure items needed in the village which could be also funded using CIL monies.

The CIL receipts totalling £15,271.11 and Section 106 Receipts totalling £204,848.02 were **NOTED**.

It was **RESOLVED** to recommend approval to Full Council to obtain quotations to purchase a replacement 'see saw' play equipment at the Recreation Ground, funded by CIL receipts.

It was **RESOLVED** to recommend approval to Full Council to obtain quotations and designs for a typographical board to be located by the outdoor gym equipment at the Recreation Ground, funded by CIL receipts.

**FA24/45 Paper G – To Review and Approve Sports Fees for 2025/26**

The Clerk presented the report, summarising the monetary value of each proposed percentage increase of 1.7%, 3%, and 5%, in comparison with BCP fees for similar facilities.

For the benefit of new members of the Committee, some background and context were provided relating to the sports facilities provided by the Council and fees applicable to Corfe Mullen sports clubs versus other casual users.

It was **RESOLVED** to recommend approval to Full Council an increase of 5% to tennis, football and cricket clubs sports fees effective from 1 April 2025 to 31 March 2026 as stated in Appendix 2.

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

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

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

It was **RESOLVED** to recommend approval to Full Council a fee of £15.50 per hour to hire the sports pavilion lounge effective from 1 April 2025 to 31 March 2026.

**FA 24/46 Paper H - To Review and Approve Cemetery Charges and Regulations for 2025/26**

The Clerk presented the report, noting Corfe Mullen cemetery fees were in the higher bracket of local authority cemetery charges, albeit a moderate increase should be considered.

Discussion took place relating to availability of full burial and ashes plots along with the ability to install a memorial head stone on ashes plots, which was unusual.

It was **RESOLVED** to recommend approval to Full Council an increase of £2 per Cemetery charges and regulations for 2025/26 with no fee for residents to inter the body of a child whose age at the time of death did not exceed 12 years.

**FA 24/47 Paper I - To Review and Approve Allotment Rents Effective from 1 April 2026**

Cllr Papilio remained present at the meeting, however, did not take part in any discussion due to being an allotment holder.

The Clerk presented the report, noting any changes to allotment rents would be effective from 1 April 2026.

Members discussed the facilities provided on site to allotment holders against the proposed allotment rents, in comparison with other local authority allotment sites across Dorset.

It was **RESOLVED** to recommend approval to Full Council an increase of 5% rounded up to the nearest pound of the annual allotment rents effective from 1 April 2026 as follows:

- Full plot (125 sqm) - £37
- Half plot (62.5 sqm) - £19
- Raised bed - £16
- Starter plot (31 sqm) - £16

**FA 24/48 Paper J – To Note National Pay Award 2024/25**

The Clerk presented the report, noting the pay award was effective from 1 April 2024, with any back pay to be processed in November 2024 payroll.

The national pay award for local government services employees for the 2024/25 financial year effective from 1 April 2024 was **NOTED**.

**FA 24/49 Paper K - To Review Staff Salaries for the 2025/26 Financial Year**

The Clerk presented the report, noting any recommendation was for the 2025/2026 financial year in preparation for budget setting and reminded members of the recent budget, whereby HM Government increased the employer national insurance contributions by 1.2% and lowering the employers national insurance secondary threshold from £9100 to £5000.

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

**FA 24/50 Matters for forthcoming agendas No decisions can be taken<sup>1</sup>**

There were no matters for forthcoming agendas.

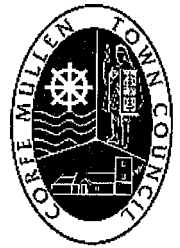
**FA 24/51 To Agree a date and time for the next meeting – Tuesday 7 January 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**

Cllrs Florek & Sowry-House noted their apologies for the meeting, due to a prior commitment.

**FA 24/52 Close of Meeting at 20:15.**

Signed as a correct record of the meeting..... *J. White* .....Date..... *7/1/25* .....

<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 26 November 2024 at 18:30 in the small hall of the Village Hall**

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

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

**Public Participation**

There were 6 members of the public present, who did not wish to speak.

**PC 24/155    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr J Bonham who had a personal commitment and Cllr L Hardy who had a prior work commitment.

**PC 24/156    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 24/157    Paper A - To Approve minutes of meeting held on 12 November 2024** LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 12 November 2024.

**PC 24/158    Paper B – To Note Planning Decisions Report** – decisions between 6 – 20 November 2024

Cllr Neil asked why Planning Application no. P/FUL/2024/03589 had not been reviewed by the Committee. The Clerk advised two emails had been received on the same day from Dorset Council Planning relating to Lambs Green Farm. Planning Application no. P/FUL/2024/03560 was reviewed by the Committee on 27 August 2024 with objections submitted to Dorset Council Planning. However, Planning

Application no. P/FUL/2024/03589 had gone into the office email spam folder. The Clerk confirmed the office email spam folder would be monitored more frequently to ensure this issue did not happen again.

The planning decisions report was **NOTED**.

**PC 24/159 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:**

**Application No:** P/FUL/2024/06189  
**Location:** Hope Farm Mill Street Corfe Mullen BH21 3RQ  
**Proposal:** Retention of a stable/rural building. Siting of a mobile home to be used as a temporary rural worker dwelling with sheds for ancillary residential storage. Change of use of land to a mixed agricultural and alpaca trekking enterprise.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409590>

A lengthy discussion took place relating to the history of the site, planning permission granted by Dorset Council and involvement of Planning Enforcement deeming there to be no unlawful activities or breaches identified on the site.

Members expressed their concern with the harm to the Green Belt, limited vegetation providing sufficient screening of the site, protection of 13th Century St Huberts Church and lack of consistency in decisions affecting proposed development on the Green Belt by Dorset Council Planning.

It was **RESOLVED** to object on the basis shown in Appendix 1 and for the Clerk to write separately to the Planning Officer.

**Application No:** P/HOU/2024/06529  
**Location:** 126 Springdale Road Corfe Mullen BH21 3QL  
**Proposal:** Erection of annexe ancillary to the main dwelling.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409980>

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

**Application No:** P/HOU/2024/06530  
**Location:** 28 Gladelands Way Corfe Mullen BH18 9JB  
**Proposal:** Erect single storey side extension with roof terrace.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409981>

Cllr Florek noted he had visited the site earlier in the day, where no Planning Notice was displayed.

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

**Application No:** P/HOU/2024/06129  
**Location:** 13 Insley Crescent Corfe Mullen Broadstone BH18 9EA  
**Proposal:** Erect a single storey rear/side extension, raise ridge and form rooms in roof-space.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409523>

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

**PC 24/160 Verbal – To Note Highways Update**

The Clerk noted there were no new updates.

Cllr Cuckston advised a plastic bollard was found on Henbury View Road/Hillside Road from the grass verge adjacent to Birch Close as a result of Storm Burt.

Cllr Papilio advised the pavement surfacing at the top of Henbury View Road/Wareham Road was difficult to navigate due to being unsafe as a result of the pavement camber and intruding tree roots.

The Clerk agreed to notify Dorset Council Highways.

The update was **NOTED**.

**PC 24/161 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas. However, Cllr Sowry-House advised a resident had contacted him in his role as Dorset Ward Councillor to request Brog Street to be designated as 'access only'. The Clerk advised the resident should be referred to Community Highways Request Policy in order for the Council to consider and support the request.

Cllr Sowry-House advised that he was liaising with the Dorset Council Chief Executive Officer and the Executive Director for Corporate Development relating to reinstating Dorset Councils responsibilities for putting up Planning Notices at proposed development sites.

**PC 24/162 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 17 December 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/163 Close of Meeting at 19:07**

Signed as a correct record of the meeting... *Anne Holland* ..... Date... 17/12/24 .....

<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: 28 January 2025**

**Agenda Item: TC 24/318**

**Paper: E**

<b>Subject:</b>	To Approve the Recommendations from the 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 7 January 2025.
<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> <p><b>FA 24/57 - Budget Monitoring Report for the quarter ended 31 December 2024:</b> Due to the timing of the meeting and distributing the summons and papers prior to 30 December 2024, the budget monitoring report was not available. However, the Clerk reported there was a predicted underspend up to 31 December 2024 with comments noted as follows:</p> <ul style="list-style-type: none"> <li>• Employees' salaries underspend due to reduced grounds team.</li> <li>• Recreation costs underspend due to efficiency savings and lower than anticipated contractor costs.</li> <li>• Bank interest income was higher than anticipated due to Bank of England Base Rate.</li> <li>• Sports provision and pavilion lounge income was higher than anticipated.</li> <li>• Increased expenditure due in Quarter 4 2024/25 for outstanding exceptional and capital work item costs.</li> </ul> <p>The Town Council was in a strong financial position up to 31 December 2024. However, the Council's general reserves were at the higher limit of the recommended amount to hold of between 3-6 months operating costs.</p> <p>The update for the quarter ending 31 December 2024 was NOTED.</p> <p><b>FA 24/58 - Draft Budget and Precept for the 2025/26 financial year:</b> Recommendation to Full Council to approve setting the Corfe Mullen Town Council annual budget for 2025/26 financial year at £699,663.00.</p> <p>Recommendation to Full Council to set the precept at £609,663.00, an increase of 8.15%, which would see a Band D property increasing from £138.64 to £149.94 per annum with £90,000 of general reserves used to reduce the deficit.</p> <p>Full Council convened following the Finance &amp; Administration Committee to Consider the recommendations.</p>



<b>Implications:</b>	<p>Failure to approve the recommendations from the Finance &amp; Administration Committee would result in unlawful decisions and the Council not compliant with its financial regulations.</p> <p>Submission of precept request to Dorset Council as the billing authority is time sensitive and must be submitted by 31 January 2025.</p>
<b>Recommendation:</b>	<p>To APPROVE the recommendations from the Finance &amp; Administration Committee meeting held on 7 January 2025.</p>



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 28 January 2025**

**Agenda Item: TC 24/320**

**Paper: F**

<b>Subject:</b>	Items requiring approval
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO & Daryl Pearce, Deputy Town Clerk
<b>Purpose of Report:</b>	For members to consider items for approval.
<b>Background:</b>	<p><b>a) Purchasing of Trailer Accessories:</b> At the Full Council meeting held on 23 May 2023, Council considered purchasing of accessories for the already purchased trailer used by the Grounds Team. At the time, members felt purchasing of accessories should be deferred whilst grounds maintenance work was being sub-contracted.</p> <p><b>b) Purchasing of Replacement Civic Regalia:</b> At the Full Council meeting held on 28 March 2023, members discussed the costs alongside the £1000 budget allocated for replacement civic regalia in the 2023/24 financial year, with a view to allocating additional budget for the purchasing of pendant(s) and/or badges in the 2024/25 financial year. It was resolved to approve the cost of the dies and tooling for the mayors pendant totalling £972.80+VAT. The dies and tooling for the mayor’s pendant was completed in June 2023. As part of the budget setting process for the 2024/25 financial year budget, £2500 was allocated to purchase replacement civic regalia.</p> <p><b>c) Installation of Tarmac Entrance to the Allotment Site:</b> The surfacing to the entrance of the site is full of potholes and very uneven. Dorset Council Highways have laid tarmac to a small section from Broadmoor Road to the kerb (what would have been the grass verge). Allotment holders have raised concerns with the surfacing and damage to vehicles attending site.</p> <p><b>d) Upgrade of Telecommunications:</b> The Councils current BT contract ceases at the end of January 2025. Digital switchover from analogue is due in Dorset during 2025. Quotations obtained from providers to provide faster broadband with digital phones.</p> <p><b>e) Servicing of Ride on Mower:</b> Both Kubota ride on mowers (ZD326 and GR1600-11) require annual servicing.</p> <p><b>f) Repairs to Gator Vehicle following Annual Service:</b> Following the recent annual service, subsequent work/repairs are required.</p> <p><b>g) Purchasing and installation of fencing around the Christmas Tree at Windgreen:</b> A replacement Christmas tree has been donated free of charge, ahead of re-planting, a fence should be installed to protect the tree from wildlife.</p> <p><b>h) Purchasing of Folding Tables for the Sports Pavilion Lounge:</b> When the Council took over responsibility of the sports pavilion the furniture was not fit for purpose and required updating. At the time, the Village Hall had excess tables, therefore, tables were loaned from the Village Hall to put in the sports pavilion lounge. With the Village Hall getting busier with more regular bookings, the loaned tables are now required. Therefore, new tables need to be purchased for the sports pavilion lounge.</p>

**Key Points:**

- a) **Purchasing of Trailer Accessories:** To enable larger equipment to be loaded onto the trailer via a ramp tailgate rather than lifting onto trailer, to purchase a 4ft ramp tailgate and installation at a cost of £230.00+VAT.  
To carry garden waste on the trailer without the need to bag up, to purchase a WG84 mesh side kit and installation at a cost of £470.00+VAT.  
**Total Cost: £700+VAT**
- b) **Purchasing of Replacement Civic Regalia:** Fattorini have provided updated quotations to replace civic regalia shown in Appendix 1 as follows:
- Mayors Pendant
  - Mayors Consort Pendant (2 options)
  - Past Mayors Pendant (2 options)
  - Bespoke Title Badges
- c) **Installation of Tarmac Entrance to the Allotment Site:** Quotation obtained to install tarmac surface to the entrance of the allotment site from the roadside to the entrance gate. Specification as follows:
- Install new path edgings in lean mixed concrete to complete perimeter edge restraints.
  - Replace loose and missing rod kerbs to existing.
  - Sweep area with power broom.
  - Apply necessary bituminous tack adhesive.
  - Lay 40mm of 10mm surface course stone mastic asphalt, power-roll and consolidate.
  - Leave site clean and tidy.
- Total cost of £5780+VAT**
- d) **Upgrade of Telecommunications:** Two providers have provided quotations to upgrade the Council's telecommunications in readiness for the digital switchover during 2025 shown in Appendix 2 as follows:
- Council Office phones/broadband
  - Grounds Unit phones/broadband
  - Village Hall broadband
- e) **Servicing of Ride on Mower:** Estimate obtained from Christchurch Garden Machinery to carry out the following works to both Ride on Mowers:
- Clean and flush fuel system.
  - Change air filter, oil filter, HST filter, fuel filter.
  - Drain & replace engine oil.
  - Replace blades.
  - Test/adjust brake system.
  - Check & grease accessible bearing and all cables/chain & pivot points.
  - Visual check of gearbox & belts.
  - Replace hydraulic oil.
  - General running inspection & tests.
- Total estimated cost: £1000+VAT**
- f) **Repairs to Gator Vehicle following Annual Service:** The following repairs were identified during the recent service:
- Replace split fan belt.
  - Replace worn engine mounts.
  - Replace worn NSF lower ball joint.
  - Replace rear brake pads.
  - Replace cracked NSF door hinge and brushes.

- Replace damaged driver's door seal.
- Replace two missing under tray bolts.

**Total Cost: £1746.30+VAT**

**g) Purchasing and installation of fencing around the Christmas Tree at Windgreen:** Unfortunately the previous Christmas tree planted was removed due to being unhealthy and dying due to what looked like being eaten by deer. The Deputy Clerk has liaised with the Carnival Committee who are content for a tree to be replanted with fencing located to the rear of where the current Christmas Tree is installed each year. As the land is owned by Dorset Council, approval has been sought on the basis the Town Council maintain the fence and grassed area within the fenced area. Quotations obtained for materials for the Grounds Team to install as follows:

**Option 1: Half Round Rail Fence with wire mesh**



**Total Cost: £ 173.37 inc VAT**

**Option 2: Pointed Picket Panel**



**Total Cost: £281.88 inc VAT**

**h) Purchasing of Folding Tables for the Sports Pavilion Lounge:** The Sports Pavilion is advertised as being able to accommodate up to 50 persons seated at tables. The Sports Pavilion should have the equipment required on site. To replace previously loaned 6 x large beech folding tables (1520mm x 760mm) at a **total cost of £907.08 + VAT.**

**Implications:**

**a) Purchasing of Trailer Accessories:** The 2024/25 Budget has £600 allocated for trailer accessories. There would be an overspend of £100.

Currently, the roadworthy ride on mower is driven to sites which takes time as it only goes up to 15mph and potentially a Health & Safety issue as it is a zero-turn machine and has very light steering.

Health & Safety of team members loading equipment onto the trailer.

Efficiencies by loading waste directly into trailer to then be unloaded directly into the compost bays at the Recreation Ground.

	<p>b) <b>Purchasing of Replacement Civic Regalia:</b> The 2024/25 Budget allocated for the civic regalia is £2500. Dependant on options chosen, there may an overspend.</p> <p>c) <b>Installation of Tarmac Entrance to the Allotment Site:</b> Tarmac will provide a more durable surface for vehicles, bicycles, and pedestrians, making the entrance more accessible for people with mobility issues or in wet weather.</p> <p>Due to the site being in the Green Belt, planning permission may be required before tarmac can be installed. Awaiting response from Dorset Council Planning.</p> <p>The installation costs will be an overspend under the Allotments Maintenance cost code.</p> <p>d) <b>Upgrade of Telecommunications:</b> In readiness for the digital switchover it is vital for the Councils operations to continue without any downtime. The CCTV and Grounds Unit intruder alarm providers along with K9 Security will need to be advised of changeover to ensure systems are operational. Faster broadband is required for the upgraded office IT systems to ensure efficiency.</p> <p>The one-off costs will be an overspend under the Phones/Broadband cost codes.</p> <p>e) <b>Servicing of Ride on Mower:</b> Ride on mowers require servicing to ensure operator safety, maximum performance and minimum down time. Any additional work needed will be at an extra cost.</p> <p>The servicing costs will be an overspend under the plant maintenance cost code.</p> <p>f) <b>Repairs to Gator Vehicle following Annual Service:</b> Health &amp; Safety of users and to ensure the vehicle remains usable and reliable. The servicing costs will be an overspend under the vehicle maintenance cost code.</p> <p>g) <b>Purchasing and installation of fencing around the Christmas Tree at Windgreen:</b> Option 1 provides a fine mesh on the inside of the fence to stop deer putting their heads in the fence, but it would allow for small animals such as hedgehogs to pass through and for the Christmas tree to be visible. Option 2 would not allow hedgehogs to pass through.</p> <p>Ongoing maintenance of fence and grassed area. Carnival Committee will be able to display their banner on the fence when the Christmas tree is in situ.</p> <p>h) <b>Purchasing of Folding Tables for the Sports Pavilion Lounge:</b> If the required equipment is not on site and available for functions, this may affect bookings/income.</p> <p>The purchasing costs will be an underspend under the Sports Pavilion maintenance cost code.</p>
<p><b>Recommendation:</b></p>	<p>To Consider and Approve the following:</p> <p>a) Purchasing of trailer accessories at a <b>total cost of £700+VAT</b></p> <p>b) Purchasing of Replacement Civic Regalia at a total cost dependant on chosen options</p> <p>c) Installation of tarmac entrance to the Allotment site at a <b>total cost of £5780+VAT</b></p>

	<ul style="list-style-type: none"><li>d) Upgrade of Telecommunications at a total cost dependant on chosen option.</li><li>e) Servicing of Ride on Mower at a <b>total cost of £1000+VAT</b></li><li>f) Repairs to Gator Vehicle following Annual Service at a <b>total cost of £1746.30+VAT</b></li><li>g) Purchasing and installation of fencing around the Christmas Tree at Windgreen at a total cost dependant on chosen option</li><li>h) Purchasing of Folding Tables for the Sports Pavilion Lounge at a total cost of <b>£907.08+VAT.</b></li></ul>
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## Appendix 1 - Mayors Pendant



Sterling silver gilt 1 1746.04

2-piece pendant. Oval shape, size 70mm x 85mm plus top ring. Enamelled 3 colours. Polished hard gold plate finish.

Attached to a 32mm red ribbon collarette. Packed in a presentation case.

**Total Cost: £1746.04+VAT**

## Mayors Consort Pendant

### Plain Bar



### Option 1 - Q0085665:3 - PLAIN BAR

Sterling silver gilt and enameled Pendant and top bar. Top bar rectangular shape size 35mm x 12mm including ring at base.

Machine cut in & enamel filled title. Staple on reverse. Pendant Oval shape size 38mm x 58mm including top ring.

Enamelled three colours. Polished hard gold-plated finish.

Attached to 32mm wide blue collarette. Packed in case.

**Total Cost: £1,085.80+VAT**

### Fancy Bar



### Option 2 - Q0085665:4 - FANCY BAR

Sterling silver gilt and enameled Pendant and top bar. Top bar fancy shape size 40mm x 18mm.

Machine cut in & enamel filled title. Staple on reverse. Pendant Oval shape size 40mm x 59mm including top ring.

Enamelled three colours. Polished hard gold plated finish.

Attached to 32mm wide blue collarette. Packed in case.

**Total Cost: £1,167.46+VAT**

## Past Mayor Pendant

### Fancy Bar



#### Option 1 - 0085665:1 - FANCY TOP BAR

Sterling silver gilt and enamelled Pendant and Top bar.  
 Fancy Top Bar 40mm x 18mm. Enamelled one colour.  
 Brooch safety s/s pin fitting and staple on reverse.  
 Pendant Oval shape size 28mm x 42mm including top ring.  
 Enamelled three colours. Polished hard gold-plated finish.  
 Attached to 32mm wide short length of blue ribbon.  
 Packed in case.

**Total Cost: £1,061.70+VAT**

### Plain Bar



#### Option 2 - Q0085665:2 - PLAIN

Sterling silver gilt and enamelled Pendant and top bar.  
 Top bar rectangular shape size 37mm x 11mm including staple at base. Machine cut in & enamel filled title.  
 Brooch safety s/s pin fitting.  
 Pendant Oval shape size 28mm x 42mm including top ring.  
 Enamelled three colours. Polished hard gold-plated finish.  
 Attached to 32mm wide short length of blue ribbon.  
 Packed in case.

**Total Cost: £996.85+VAT**

## Bespoke Title Badges



#### Bespoke Title Badges

Metal and enamelled badges.  
 Oval shape with bottom scroll, size 18mm x 28mm.  
 Enamelled 3 colours. Bottom scroll machine cut and enamel filled 1 colour. Polished gilt finish.  
 Brooch pin attachment to the reverse. Packed individually in poly bags.

**Total Cost: £95.73+VAT each**



## **Appendix 2 – Telecommunications**

### **Council Office phones/broadband**

#### **Current:**

Buzz (Virtual landlines) £40.75 exc VAT pcm  
BT approx £54.61 exc VAT pcm  
Annual Cost: £1144.32 exc VAT

#### **Proposed:**

Option 1: Annual Cost - £1127 exc VAT with one off set up costs of £525 (phones) plus £1330 (wi-fi) exc VAT - 12 months contract  
Option 2: Annual Cost - £2547 exc VAT with one off set up costs £1444.98 – 4 year contract

### **Grounds Unit phones/broadband**

#### **Current:**

BT approx £54.61 exc VAT pcm  
Annual Cost: £655.32 exc VAT

#### **Proposed:**

Option 1: Annual Cost - £420 exc VAT with one off set up costs: £1330 (wi-fi) exc VAT - 12 months contract  
Option 2: Annual Cost - £2547 exc VAT and one off set up costs £1444.98 – 4 year contract

### **Village Hall (VH) broadband**

#### **Current:**

TalkTalk approx £43.76 exc VAT pcm  
Annual Cost approx: £525.12 exc VAT

#### **Proposed:**

No monthly costs for VH, due to being part of Council office wi-fi

### **Office Mobile**

#### **Current:**

EE £9.49 exc VAT pcm  
Annual Cost: £113.88 exc VAT pa

#### **Proposed:**

Quotations in progress, to be presented at a future meeting.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 28 January 2025**

**Agenda Item: TC 24/321**

**Paper: G**

<b>Subject:</b>	Flag Flying Policy
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To consider and approve to adopt flag flying policy and approve purchasing of flags and associated training.
<b>Background:</b>	<p>At the Full Council meeting held on 17 December 2024, it was resolved to approve the purchasing of a 1.5m Civic Wall Mounted Flagpole (upright) to be installed at the Council Office, Towers Way.</p> <p>Prior to installation of the flagpole, a policy for the protocols for flag flying should be considered by Council.</p>
<b>Key Points:</b>	<p>Flag Flying Policy shown in Appendix 1.</p> <p>Should Council approve the policy, the following flags will need to be purchased:</p> <ul style="list-style-type: none"> <li>• The Union Flag</li> <li>• The St George Flag</li> <li>• The Commonwealth Flag</li> <li>• The Dorset Flag</li> </ul> <p>1.5 yard (135cm x 68cm) flag with rope and toggle. 150gsm knitted polyester which is durable and shows vibrant colour, while still being the optimal weight for flying flags. <b>Total Cost: £187.46+VAT</b></p> <p>Staff members responsible for flying flags will be required to carry out training to work at height. Cost for working at height &amp; safe use of ladders is £395.00+VAT for up to 6 candidates. In addition, an National Plant Operators Registration Scheme (NPORS) card, if required, costs £35.00+VAT per candidate. This is a construction industry qualification that allows the holder to operate different types of plant machinery at height. The card is valid for 5 years and can be renewed.</p> <p><b>Total Cost: £605+VAT</b> (Cost dependent on number of candidates and whether cost could be shared with neighbouring parishes similar to previous training conducted.</p>
<b>Implications:</b>	<p>Flags chosen to be flown may require consent from Dorset Council as the local planning authority.</p> <p>If the Union Flag is chosen as the default flag to be flown every day of the year, day and night, this will lessen the burden on Council staff to change flags flown dependant on the occasion.</p> <p>Consideration of health &amp; safety of staff members responsible for flying flags whilst working at height.</p>

	<p>The designated days for flying relevant flags and protocols for flying flags at half-mast may fall on a non-working day.</p> <p>Total exceptional and capital budget available for commemorative flagpole during 2024/25 financial year is £1000. If approval of recommendations is provided, there will be an underspend of approx. £134.54 (inc purchasing of flagpole)</p>
<p><b>Recommendation:</b></p>	<p>To Consider and Approve the following:</p> <ul style="list-style-type: none"> <li>• Adopt Flag Flying Policy</li> <li>• Purchasing of flags at a total cost of <b>£187.46 inc VAT</b></li> <li>• Working at height &amp; safe use of ladders training at an approx. cost of <b>£605+VAT</b></li> </ul>



# **CORFE MULLEN TOWN COUNCIL**

## **Flag Flying Policy**

## 1. Introduction

- 1.1. Flags are a very British way of expressing joy and pride. They are emotive symbols which can boost local and national identities, strengthen community cohesion and mark civic pride.
- 1.2. HM Government are keen for local authorities and other local organisations to fly flags, particularly the Union Flag, the flag of the United Kingdom as it is a symbol of national unity and pride.
- 1.3. As a civic body, Corfe Mullen Town Council (the 'Council') wish to fly flags from its flagpole on the front of the Council Office as an appropriate mark of respect and civic pride.
- 1.4. In England, the flying of flags is treated as advertisements for the purposes of the planning regime to ensure the flags do not impact on safety or amenity. Some flags require formal consent (permission) from Dorset Council as the local planning authority, whereas others like the Union Flag do not.

## 2. Controls

2.1. The detailed controls over flag flying are set out below. All flags must:

- be maintained in a condition that does not impair the overall visual appearance of the site
- be kept in a safe condition
- have the permission of the owner of the site on which they are displayed
- not obscure, or hinder the interpretation of an official road, or otherwise make hazardous the use of types of transport
- be removed carefully

## 3. Types of Flags

3.1. There are 3 types of flags:

### **(a) Flags which can be flown without consent of Dorset Council as the local planning authority**

- Any country's national flag, civil ensign or civil air ensign
- The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member
- A flag of the county, unitary, parish, town or village within Dorset
- The flag of Saint David
- The flag of Saint Patrick
- The flag of any administrative area within any country outside the United Kingdom
- Any flag of His Majesty's forces
- The Armed Forces Day flag

3.2. The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag.

3.3. The flags of St George and St Andrew are recognised as the national flags of England and Scotland; however, the flags of St David and St Patrick are listed separately as they do not necessarily fall into the category of a country's national flag.

**(b) flags which do not need consent provided they comply with further restrictions (referred to as 'deemed consent')**

3.4. A number of categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags.

3.5. Categories of flag that can be flown are:

- house flag – flag is allowed to display the name and emblem of the organisation occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown
- any sports club (but cannot include sponsorship logos)
- the Rainbow flag (6 horizontal equal stripes of red, orange, yellow, green, blue and violet).
- the NHS flag

**(c) flags which require consent ('express consent')**

3.6. Any flag not identified above requires express consent from Dorset Council as the local planning authority before it can be flown.

3.7. The regulations governing the flying of flags in England are set out in the Town and Country Planning (Control of Advertisements) Regulations 2007 (as amended in 2012 and in 2021).

3.8. These regulations, including relevant amendments to flying of flags, can be viewed as follows:

- [Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007](#)
- [The Town and Country Planning \(Control of Advertisements\) \(England\) \(Amendment\) Regulations 2012](#)
- [The Town and Country Planning \(Control of Advertisements\) \(England\) \(Amendment\) Regulations 2021](#)

#### **4. Flag Protocol of the United Kingdom**

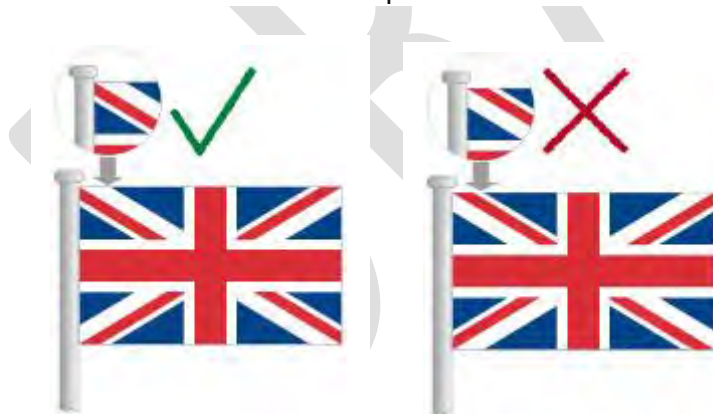
4.1. Flags may be flown every day of the year, day and night except on certain occasions when the Council may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

4.2. The Department of Digital, Culture, Media & Sport (DCMS) may issue ad-hoc guidance encouraging UK government buildings and local authorities to fly such flags throughout the year, alongside the Union Flag.

- 4.3. UK government buildings and local authorities' flagpoles should not remain empty – the Union Flag should be flying if no other flag is being flown.
- 4.4. Sometimes two flags may be flown when only one flagpole is available, as long as both flags are British. The senior flag should fly at the top, with a gap of 30cm (12”), assuming there is enough vertical space on the pole. For example, the Union Flag can be flown over the flag of England, a county, city or house flag. When flags are at half-mast the lower flag must be removed.
- 4.5. Two flags can be flown from the same flagpole without the need for consent if:
- both flags are within the list above (a); or
  - one flag is within the list above (a) and the other is within the categories of flag set out under (b) above.
- 4.6. In either case, if one of the flags is the Union Flag, it must be flown in the senior position.
- 4.7. There are no restrictions on the size of the flag or the size of any character or symbol displayed on the flag. However, when British national flags are flown with other flags, both should be the same size.
- 4.8. Flags should be raised and lowered in a dignified manner.

## 5. Flying a flag on a vertical flagpole from the roof of a building

- 5.1. The Union Flag must be the correct way up – in the half of the flag nearest the flagpole, the wider diagonal white stripe must be above the red diagonal stripe, as Scotland's St Andrew's Cross takes precedence over Ireland's St Patrick's Cross.



This Flag is Upside Down!

## 6. Position of Honour

- 6.1. The order of precedence of flags in the United Kingdom is as follows:

- Royal Standards
- The Union Flag
- The flag of the host country (England), flags of other nations (in alphabetical order)
- The Commonwealth Flag
- County flags

- Flags of cities or towns
- House flags

## 7. Flags at Half-mast

7.1. Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

7.2. Flags should be flown at half-mast on the following occasions:

- from the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full mast following the proclamation.
- from the announcement of the death until the funeral of a member of the Royal Family styled 'Majesty' or 'Royal Highness', subject to special commands from the Sovereign in each case.
- on the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
- the funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
- any other occasions where the Sovereign has given a special command.
- flags fly at full mast on Remembrance Sunday.

## 8. Proper Disposal of Flags

8.1. When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way, for example by tearing or cutting into strips that no longer resemble the original flag.

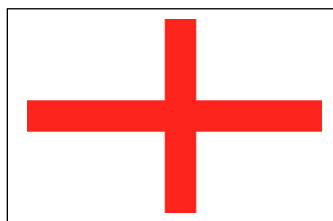
## 9. British Flags

9.1. The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories.

The Union Flag



The St George Flag



## 10. Designated days for flying the Union Flag on UK government and local authority buildings

- Commonwealth Day (second Monday in March; the Commonwealth Flag is flown)
- 9 April: Wedding Anniversary of HM The King
- St George's Day (in England) (St George Flag to be flown for one week in April)



- 6 May: Coronation Day of HM The King
- Official Birthday of HM The King (announced annually)
- 21 June: Birthday of HRH The Prince of Wales
- 17 July: Birthday of HM The Queen
- 8 September: Accession Day of HM The King
- Remembrance Day (second Sunday in November)
- 14 November: Birthday of HM The King

In addition:

- 8 May: Victory in Europe (VE Day)
- 1 June: Dorset - St Wite's Day
- 29 June: Armed Forces Day

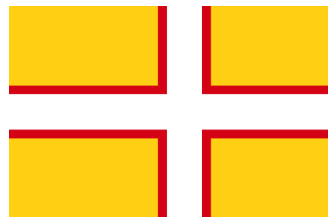
10.1. The Union flag shall be flown at half-mast on the death of a serving Mayor or Councillor, from the day of death until the day of the funeral.

10.2. Other flags may be flown with the agreement of the Council to show support during appropriate times or on nominated occasions.

Commonwealth Flag



Dorset Flag - St Wite's Cross is a community flag proclaiming the unique identity of this historic English county.



## 11. Flags to be held in stock:

- The Union Flag
- The St George Flag
- The Commonwealth Flag
- The Dorset Flag

## 12. Review

12.1. The Flag Flying Policy was presented to the Full Council, for approval and adoption on XX January 2025, minute no. TC 24/XXX.

12.2. Future reviews will be carried out bi-annually or when any changes are made to related legislation, whichever is sooner.

## 13. References

- Society of Local Council Clerks (SLCC)
- <https://www.flaginstitute.org/wp/>
- <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 28 January 2025

Agenda Item: TC 24/322

Paper: H

<b>Subject:</b>	To Consider and Approve use of electronic communication – Instagram
<b>Prepared By:</b>	Rachel Virrill, Senior Administrator
<b>Purpose of Report:</b>	For members to consider and approve the use of electronic communication - Instagram
<b>Background:</b>	In July 2023, members approved a Town Council Facebook page and updated electronic communications policy. The Facebook page has been used as a digital parish noticeboard and has been instrumental in keeping residents up to date on Town Council news.
<b>Key Points:</b>	<p>In today’s digital age, social media platforms are valuable tools for public engagement and communication. Many local councils across the UK have adopted Instagram to effectively disseminate information and connect with residents in a visually engaging manner. Instagram’s popularity among a broad demographic, particularly younger residents, makes it an ideal platform to increase awareness of council activities.</p> <p>The proposed Instagram page would complement existing communication methods, such as the website and Facebook, by providing real-time updates and enhancing the Council’s accessibility.</p> <p><b>Enhanced Communication:</b></p> <ul style="list-style-type: none"> <li>• The Instagram page would serve as a convenient, centralised platform for sharing council news, community updates, and event announcements.</li> <li>• It would allow for timely dissemination of information, especially for urgent updates or reminders.</li> </ul> <p><b>Improved Community Engagement:</b></p> <ul style="list-style-type: none"> <li>• A visually engaging format can attract attention to council initiatives and events, encouraging greater participation from residents.</li> <li>• Instagram stories and posts can highlight ongoing projects, consultations, and public meetings in an accessible way.</li> <li>• Importantly, Instagram is now used more frequently than Facebook by younger generations, making it a critical tool to engage with this demographic and ensure they remain informed about council initiatives.</li> </ul> <p><b>Cost-Effective Outreach:</b></p> <ul style="list-style-type: none"> <li>• Instagram is a free platform, requiring only modest staff time to manage and maintain.</li> <li>• Unlike printed materials, posts can be updated instantly and at no additional cost.</li> </ul> <p><b>Accessibility and Inclusivity:</b></p> <ul style="list-style-type: none"> <li>• The platform’s mobile-friendly interface makes it easily accessible to a wide audience.</li> <li>• Sharing visual content, such as infographics and photos, provides an inclusive way to communicate complex information.</li> </ul>

	<p><b>Safeguards and Moderation:</b></p> <ul style="list-style-type: none"> <li>• Comments on posts would be disabled to prevent misuse of the platform, ensuring that the page remains a one-way communication tool akin to a digital noticeboard.</li> <li>• Content would adhere to the social media policy, ensuring accuracy, neutrality, and professionalism.</li> <li>• The Electronic Communication Policy would need to be updated to include Instagram.</li> </ul>
<p><b>Implications:</b></p>	<p>Should Council wish to establish a Town Council Instagram page the current electronic communication policy will need to be updated accordingly.</p>
<p><b>Recommendation:</b></p>	<p>To establish a Town Council Instagram page and update electronic communications policy for review at the next Full Council meeting scheduled on 25 February 2025.</p>



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 28 January 2025

Agenda Item: TC 24/323

Paper: I

<b>Subject:</b>	To Consider Ministry of Housing, Communities and Local Government (MHCLG) Consultation on Standards in Public Life and Conduct
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider responding to the MHCLG Consultation on Standards in Public Life and Conduct.
<b>Background:</b>	Consultation has been published by MHCLG in December 2024 closing on 26 February 2025 to seek the views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst Councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.
<b>Key Points:</b>	<p>Specific proposals being consulted upon for legislative change are shown in Appendix 1.</p> <p>The scope of the Consultation includes Parish/Town Councils with individual members also encouraged to respond. Dorset Association of Parish &amp; Town Councils (DAPTC) have confirmed they will be responding to the Consultation.</p> <p>To complete the online survey, click here - <a href="#">Strengthening the standards and conduct framework for local authorities in England - Ministry of Housing, Communities and Local Government - Citizen Space</a></p>
<b>Implications:</b>	Being part of the Consultation demonstrates the Councils commitment to standards of behaviour in public life as part of the Civility & Respect Pledge already signed by the Council.
<b>Recommendation:</b>	To complete online survey in response to the consultation on Standards in Public Life and Conduct.



**Date:** 19 December 2024

**Subject:** MHCLG Consultation on Standards in Public Life and Conduct

**Ref:** 2024/12/19 AB002

**Distribution:** Clerks/RFOs & Chairs of Council in Dorset & BCP Areas

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*Dear Member Councils*

I want to bring to your attention the consultation which has just been published by MHCLG on **18 December 2024**. The consultation closes at **11.59pm on 26 February 2025**

This consultation seeks views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Specific proposals being consulted upon for legislative change include:

- the introduction of a mandatory minimum code of conduct for local authorities in England
- a requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- the introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- a new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- a role for a national body to deal with appeals

In addition, the consultation seeks views on how to empower victims affected by councillor misconduct to come forward and what additional support would be appropriate to consider.

Local government is a devolved matter. This consultation applies to England only, other than where it applies to Police and Crime Panels which where it applies to England and Wales, as policing is reserved.

## Call to action:

Responses are sought from parish and town councils and individuals within parish and town councils - don't fail to respond if you have views that will help inform the outcome.

**Access to more information:** [MHCLG Webpage for More Information](#)

## A reminder of why responding is of significant importance:

- **Erosion of Public Trust:** Poor adherence undermines public confidence in the council's ability to act with integrity and in the community's best interests.
- **Reduced Accountability:** Lack of adherence to principles like transparency and openness can lead to unchecked decision-making and corruption.
- **Inefficiency and Conflict:** Misconduct may cause internal disputes, delays in decision-making, and inefficient use of resources.
- **Legal and Financial Repercussions:** Breaches of conduct could result in legal challenges, fines, or investigations, draining council funds and resources.
- **Reputational Damage:** Negative publicity can harm the council's reputation, making it harder to engage with the community and stakeholders.
- **Loss of Community Engagement:** A lack of trust and transparency may lead to reduced participation and support from the public.
- **Low Morale Among Members:** Poor conduct can create a toxic environment, reducing morale and discouraging active participation by council members and staff.
- **Hindered Decision-Making:** Ethical lapses and conflicts may prevent the council from effectively addressing local issues.
- **Increased Oversight and Regulation:** Persistent issues may result in stricter external scrutiny or intervention by higher authorities.
- **Undermining of Democratic Processes:** Breaches in integrity compromise fair and democratic representation for the community.

Let's not forget the personal and invariably career changing impact conduct has on employees and how it is a barrier to recruiting and retaining new councillors.

Can I urge you to respond personally and where possible as parish and town councils by 26 February 2025. We will be liaising with the Monitoring Officers at both Dorset and BCP Council to ensure there is a good level of response to this consultation.

Whilst looking at this – it might be good to sign up to the Civility & Respect Pledge as a sign you are committed to the need to challenge unwarranted behaviour. [Civility & Respect Pledge](#)

Regards

Neil Wedge

Chief Executive DAPTC

**Copies:** Jonathan Mair, Monitoring Officer for Dorset Council and Janie Berry, Monitoring Officer for BCP Council



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 28 January 2025**

**Agenda Item: TC 24/324**

**Paper: J**

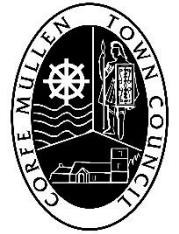
<b>Subject:</b>	To Consider the Town Council having a stall at Corfe Mullen Carnival in June 2025										
<b>Prepared By:</b>	Rachel Virrill, Senior Administrator										
<b>Purpose of Report:</b>	For members to consider having a stall at Corfe Mullen Carnival on 14 June 2025										
<b>Background:</b>	<p>Corfe Mullen Carnival is a well-attended annual community event that brings together residents, local organisations, businesses, and visitors for a day of entertainment, activities, and celebration.</p> <p>The Carnival provides an excellent platform to engage with the community, promote local initiatives, and enhance the visibility of the Council’s role in supporting the town.</p>										
<b>Key Points:</b>	<p>Corfe Mullen Carnival will be held on Saturday, 14 June 2025 from 1-5pm. Applications for a stall must be made before 4 May 2025 and are allocated on a first-come, first-served basis. The following stall fees are based on 2024 rates:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Category</th> <th style="text-align: left;">Fee</th> </tr> </thead> <tbody> <tr> <td>Charity</td> <td>£15</td> </tr> <tr> <td>Small Non-Trader</td> <td>£25</td> </tr> <tr> <td>Trader</td> <td>£70</td> </tr> <tr> <td>Large Trader</td> <td>Price on request</td> </tr> </tbody> </table> <p><b>Community Engagement:</b></p> <ul style="list-style-type: none"> <li>• Hosting a stall provides an opportunity to directly interact with residents and gather feedback on council initiatives, projects, and services.</li> <li>• It fosters a sense of transparency and approachability, strengthening the council’s relationship with the community.</li> </ul> <p><b>Promoting Council Initiatives:</b></p> <ul style="list-style-type: none"> <li>• The stall can serve as a platform to showcase ongoing and upcoming council projects, such as the Neighbourhood Plan, community grants, and the proposed redevelopment of the Recreation Ground and Sports Pavilion.</li> <li>• It offers an opportunity to distribute informative materials and raise awareness of council services.</li> </ul> <p><b>Encouraging Civic Participation:</b></p> <ul style="list-style-type: none"> <li>• The stall can feature interactive elements such as surveys, suggestion boxes, or information sessions to encourage public participation in council activities.</li> </ul> <p><b>Celebrating Community Spirit:</b></p> <ul style="list-style-type: none"> <li>• Participating in the Carnival reinforces the council’s support for local traditions and community-driven events.</li> <li>• It highlights the council’s role as an active and engaged stakeholder in the town’s cultural life.</li> </ul>	Category	Fee	Charity	£15	Small Non-Trader	£25	Trader	£70	Large Trader	Price on request
Category	Fee										
Charity	£15										
Small Non-Trader	£25										
Trader	£70										
Large Trader	Price on request										

	<p><b>Stall Activities:</b> Stall activities will need to be considered. Some suggestions include:</p> <ul style="list-style-type: none"> <li>• Information and Outreach – could include display boards, information about the Neighbourhood plan, future plans for the Recreation Ground, schedule of upcoming meetings and events.</li> <li>• Interactive Engagement - A suggestion box for residents to submit ideas or concerns, Q&amp;A sessions with council representatives.</li> <li>• Family-friendly Features - A children’s activity area with colouring, games, or competitions related to local themes.</li> <li>• Charity Inclusion – as the sole trustees of Corfe Mullen Village Hall, Corfe Mullen Sports Association and Corfe Mullen Youth Trust there could be an option to promote the charities on the stall.</li> </ul> <p>A gazebo would need to be purchased for the event. There are two options:  <b>Option 1:</b> Heavy duty gazebo, 3m x 3m, plain colour (dark green, black or blue with sides - <b>£364 inc VAT and postage.</b>  <b>Option 2:</b> Branded heavy duty gazebo, 3m x 3m, black in colour with Corfe Mullen Town Council logo on back and sides, <b>total cost of £710 inc VAT and postage.</b></p>
<p><b>Implications:</b></p>	<p>The Council has allocated £2000 towards community engagement events in the 2025/26 financial year budget.</p> <p>Stallholders are required to provide evidence that they have the appropriate Insurance cover in place for the event. In addition, a written risk assessment specifically relevant to stall activities will be required when returning the stall booking form.</p> <p>Members would need to consider who will attend the event and man the stall. If there are not enough members willing to take part, the event should not be considered.</p>
<p><b>Recommendation:</b></p>	<p>To consider how to proceed with the following options:</p> <ol style="list-style-type: none"> <li>1. Apply for a stall at Corfe Mullen Carnival at a cost of circa £15-£30</li> <li>2. Purchase of a gazebo:  Option 1: Heavy duty gazebo, blue or green at a total cost of £364 inc. VAT and postage.  Option 2: Branded gazebo, black in colour at a total cost of £710 inc. VAT and postage.</li> </ol>



# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 28 January 2025



Agenda Item: TC 24/325

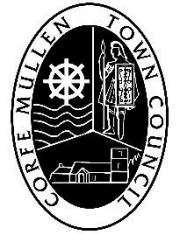
Paper: K

<b>Subject:</b>	To Consider Request from Corfe Mullen Carnival Committee
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider request from the Corfe Mullen Carnival Committee to hold a 'Thank you' event at Corfe Mullen Recreation Ground on 20 July 2025.
<b>Background:</b>	The Carnival Committee have held a similar event previously, but this was some time ago.
<b>Key Points:</b>	<p>Request to use the Sports Pavilion lounge and prep area including patio area to hold 'Thank you' event offering refreshments to volunteers, sponsors and charities as a thank you for supporting the Carnival.</p> <p>Date/Time: Sunday 20 July 2025 in the afternoon. Numbers: circa 60. Use of Gas BBQ.</p> <p>The Byelaws State:</p> <p><b>5. Unauthorised erection of structures</b> No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.</p> <p><b>10. Fires</b> No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire. Byelaw 10 shall not apply to any event at which the Council has given permission that fires may be lit.</p> <p>The normal charges to hire the Sports Pavilion lounge and prep area is £15.50 per hour. A refundable damage deposit of £250.00 would also be required.</p>
<b>Implications:</b>	<p>There is a liability to Council if an incident occurred on Council property/land. The Carnival Committee would be required to provide evidence of public liability insurance cover.</p> <p>Rubbish being left on site post-event.</p> <p>Corfe Mullen Lawn Tennis Club and the Cricket Club share the Sports Pavilion lounge and prep area on weekend afternoons. The Cricket Club have no fixtures on 20 July 2025. The Lawn Tennis Club to be consulted prior to the event taking place.</p> <p>The Council has previously allowed Corfe Mullen Juniors Football Club and Cricket Club to hold similar events, erecting gazebos and use of gas BBQ.</p>

<b>Recommendation:</b>	To agree how to proceed with the request for Corfe Mullen Carnival Committee to hold a 'Thank you' event at Corfe Mullen Recreation Ground on 20 July 2025.
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# CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 28 January 2025



Agenda Item: TC 24/326

Paper: L

<b>Subject:</b>	To Consider Request from Local Artist to exhibit 'For King and Country Portrait Project' in the Village Hall to commemorate the 80 <sup>th</sup> Anniversary of the of World War II.
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider request from Local Artist to exhibit 'For King And Country Portrait Project' (World War II Veterans) in the Village Hall to commemorate the 80 <sup>th</sup> Anniversary of the of World War II
<b>Background:</b>	Nel Brook, local artist displayed her work at the recent Christmas Fair held in the Village Hall in December 2024 and will also be attending the Spring Fair in March 2025.
<b>Key Points:</b>	<p>Artist has enquired whether she may exhibit her Portrait Project at Corfe Mullen Village Hall, sometime during May-July 2025, free of charge.</p> <p>With 2025 being the 80th Anniversary of the end of World War II, the artist is keen to exhibit portraits to a broad audience nationally and felt the Village Hall would be a great location.</p> <p>The artists story and her work can be viewed on her website: <a href="https://nelbrooksartist.co.uk/index.php">https://nelbrooksartist.co.uk/index.php</a>.</p> <p>The artist is self-funded and has exhibited at museums and military shows nationally over the past five years.</p> <p>The artist has received excellent feedback from many members of the public, who show their appreciation through donations to the Royal British Legion, Royal Air Force Benevolent Fund and the Royal Navy charities.</p> <p>The artist would use her own tables and has public liability insurance cover.</p>
<b>Implications:</b>	<p>The Council has allocated £500 in the 2025/26 financial year budget to commemorate the 80<sup>th</sup> anniversary of the end of World War II which could be used to cover the costs of the Village Hall room hire.</p> <p>Offer of a free community event in the village, to bring everyone together to mark the 80<sup>th</sup> anniversary.</p>
<b>Recommendation:</b>	To agree how to proceed with the request to exhibit 'For King and Country Portrait Project' in the Village Hall to commemorate the 80 <sup>th</sup> Anniversary of the of World War II.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 28 January 2025**

**Agenda Item: TC 24/327**

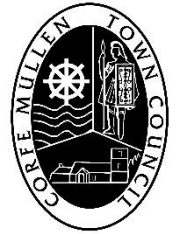
**Paper: M**

<b>Subject:</b>	Councillor Coffee Mornings
<b>Prepared By:</b>	Daryl Pearce, Deputy Town Clerk
<b>Purpose of Report:</b>	To Agree How to Proceed moving forward with Councillor Coffee Mornings.
<b>Background:</b>	<p>At the Full Council meeting held on 24 September 2024, it was resolved to proceed with a community engagement initiative by hosting a coffee morning in the small hall of Corfe Mullen Village Hall, weekly on a Friday from 10am-12pm. The coffee mornings commenced on Friday 1 November 2024.</p> <p>At the Full Council meeting held on 26 November 2024, it was agreed to extend the coffee mornings throughout January 2025 and to consider relocating them to the lounge area adjacent to the main hall of the Village Hall, rather than the small hall for better visibility.</p> <p>Attendance from residents has been low. However, with those residents who have attended, some good conversations have taken place. It has also been an opportunity for members to come together outside of the formal Council meetings setting.</p>
<b>Key Points:</b>	<p>As part of the Council's commitment to engaging within the community, members need to consider the following:</p> <ul style="list-style-type: none"> <li>• To promote as a community coffee morning rather than a Councillor coffee morning.</li> <li>• To continue with the current format of coffee mornings, each Friday in the small hall of the Village Hall from 10am-12pm.</li> <li>• To relocate coffee mornings to the lounge area in the Main Hall. However, the lounge area is only available on Monday's between 9am-2pm.</li> <li>• implementing a rota system to ensure appropriate attendance of members, avoiding situations where there are either too many or too few members present.</li> <li>• Members to attend the coffee and cake morning hosted by St Nicholas Church every Saturday from 10am to 12pm, or Cuppa and Company afternoon hosted by Corfe Mullen Library every Wednesday between 2.30 and 4.30pm as an alternative and/or additional community coffee morning, with members reaching a wider audience and demographic.</li> </ul>
<b>Implications:</b>	<p>Room Hire cost for 2 hours is £28.00 per week, (Average £121.33 per month) plus an average cost of £10 for purchasing supplies to provide refreshments.</p> <p>The Council has allocated £2000 for community engagement in the 2025/26 financial year.</p> <p>Limited Village Hall room hire availability due to regular hirers.</p>

<b>Recommendation:</b>	To Agree How to Proceed with Councillor Coffee Mornings
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# CORFE MULLEN TOWN COUNCIL – REPORT

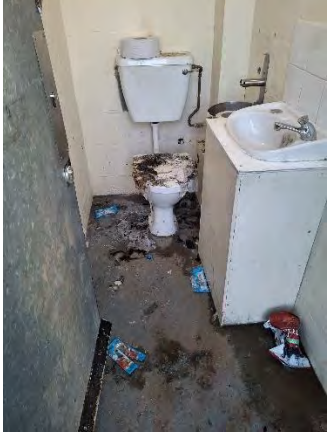
Meeting Date: 28 January 2025



Agenda Item: TC 24/328

Paper: N

<b>Subject:</b>	Vandalism and Anti-Social Behaviour on Town Council sites
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	Members to note update on vandalism and Anti-Social Behaviour on Town Council sites during the reporting period.
<b>Background:</b>	<p>Members have discussed previously the impact on the Councils finances to continually repair the public toilets following vandalism and anti-social behaviours.</p> <p>Council is committed to providing public toilets for everyone's use and has considered various options to try and deter vandalism and anti-social behaviours i.e. vandal proof sanitary ware etc. It is unfortunate the minority spoil it for everyone else.</p>
<b>Key Points:</b>	<p><b>Recreation Ground Public Toilets:</b> On Monday 23 December 2024, the grounds team discovered significant damage to the public toilets as follows:</p> <ul style="list-style-type: none"><li>• Both doors damaged beyond repair. Buckled and can only be locked using keys rather than the electronic timer entry.</li><li>• Door locks also buckled, requiring replacement.</li><li>• Both toilet roll holders smashed beyond repair, requiring replacement.</li><li>• A small fire has taken place in the left-hand toilet damaging the toilet seat and staining walls. Visible fire markings on wooden door plinth with smoke smelt from inside the sports pavilion.</li><li>• Packets of co-codamol found concealed in the toilet cistern.</li></ul> <p>CCTV footage shows a group of young people hanging around outside of the sports pavilion and/or public toilets with several of the group inside the public toilets at any one time.</p> <p>The toilets were closed with immediate effect and have remained closed whilst quotations are obtained for replacement doors and repairs. Options being considered include like for like wooden doors, aluminium and steel. The possibility of installing metal railings in front of the doors to minimise the risk of forced entry has been considered. However, the external windowsills would restrict the opening of metal railings.</p> <p>Photo shows damage caused, which was posted on the Council's social media. The Cleaning Contractor has deep cleaned the toilets.</p>

	 <p>Damage has been reported to Dorset Police via 101, with CCTV footage provided as evidence.</p> <p>The Dorset Council public toilets at Towers Way re-opened w/c 20 January 2025, following extensive vandalism/damage.</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>Having no public toilets available is very restrictive for members of the public/users of the Recreation Ground. This has led to members of the public/users urinating in public spaces, which is very unpleasant.</p> <p>When open, the public toilets have limited opening from 8am-4pm. However, it appears the toilet doors are being kicked in to gain entry.</p> <p>Impact on the Council's finances to continually repair damage caused.</p>
<p><b>Recommendation:</b></p>	<p>To NOTE update.</p>



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 28 January 2025**

**Agenda Item: TC 24/331**

**Paper: O**

<b>Subject:</b>	Update from Joint Working Party with Wimborne Minster Town Council
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & Cllr Phil Purvis
<b>Purpose of Report:</b>	To Note minutes from the last working party meeting held on 14 November 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 14 November 2024 for noting.</p> <p>A meeting took place on 9 January 2025, unfortunately due to sickness the Clerk was unable to attend. Cllr Purvis to provide a verbal update at the 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 13 March 2025 at Corfe Mullen Village 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 Minutes



**Thursday 14 November 2024 at 14:00 in the Small Hall of Corfe Mullen Village Hall**

**Present:**                   **Councillors**  
Phil Purvis – Corfe Mullen (Chair)  
Duncan Sowry-House – Corfe Mullen  
Ray Griffin – Lytchett Minster & Upton  
Richard Eckford – Pamphill & Shapwick  
Simon Wheeler – Wimborne Minster  
Jeff Hart – Wimborne Minster  
KD Johnson - Colehill

**In Attendance:**       Catherine Horsley - Corfe Mullen (Town Clerk) – minute taker  
Louise Harrison - Wimborne Minster (Town Clerk)  
Kevin Brooks – Wimborne Minster (Deputy Town Clerk)  
Greg Stone – National Highways

## **1. Welcome & Introductions**

Cllr Purvis welcomed members to the meeting, where introductions were made. For the benefit of all members, Cllr Purvis provided some background to the objectives of the working group.

## **2. To receive apologies for absence**

No apologies for absence were received. However, Cllr Johnson requested that Cllr Emma Urquhart, Ward Councillor for Colehill was invited to attend the meetings.       **Action: LH/CH**

## **3. To note previous minutes – 12 September 2024**

The minutes of previous meeting held on 12 September 2024 were **NOTED**. Spelling of Cllr Johnson to be updated.       **Action: LH/CH**

## **4. To provide update on agreed actions from previous meeting held on 12 September 2024**

- **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

Cllr Purvis advised he had reviewed the report and visited the Lake Gates roundabout on 13 November 2024 to review if the recommendations within the report had been implemented. Cllr Purvis confirmed that from what he could see, two of the recommendations relating to red line painting on roundabout and new signage from Julians Road had been installed.

- **L Harrison** to organise a site visit to Lake Gates roundabout with National Highways and P Purvis

Cllr Purvis confirmed that he had been unable to schedule a site meeting with Greg Stone, National Highways due to being unwell. However, he hoped to liaise with Greg to arrange a date, following the meeting. **Action: PP**

- **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

L Harrison confirmed invites had been sent with positive responses received from BCP and the Police. However, Dorset Police, felt they had no role in the group and would not be attending meetings. It was noted this was disappointing and it was agreed as a key stakeholder they should be kept updated on progress of the working group. A copy of Dorset Police's response to be forwarded to Cllr Purvis for information and BCP interest shared with Cllr Sowry-House. **Action: LH**

K Brooks to provide contact information for Access to Schools Safety Team to seek their input. **Action: KB**

Cllr Hart to engage with the Chief Executive of Initio Learning Trust, responsible for Queen Elizabeth and Corfe Hill Schools to seek input from young people attending their schools. **Action: JH**

- **L Harrison/C Horsley** to confirm location and timing of traffic/speed surveys

L Harrison confirmed Wimborne Minster Town Council had not discussed or resolved to progress with further traffic/speed surveys on Julians Road to date. **Action: LH**

C Horsley confirmed Corfe Mullen Town Council had resolved to progress with traffic/speed surveys on Wimborne Road coming off the A31 Lake Gates Roundabout. However, progress was slow due to limited engagement with Dorset Council Road Safety Officers.

C Horsley noted, a 'Road Safety Measures' budget line had been included in the 2024/25 financial year budget and would also be considered as part of the 2025/26 budget setting process.

## 5. To note project update(s)

L Harrison noted some data analysis had been progressed and would be circulated to members. **Action: LH**

A lengthy discussion took place regarding the three options summarised by Chris Peck as part of the Southeast analysis model at the first meeting of the working group held on 22 July 2024, the preferred option, funding and next steps.

Greg Stone, National Highways provided some examples of work conducted on the national road network for sustainable travel in similar locations with approximate costs for studies and/or pedestrian footbridge, and cycle paths. Greg explained the Department for Transport/HM Governments funding was in 5-year blocks for the road investment strategy and the funding opportunities with bids for designated funds relating to users & communities and safety & congestion. Greg concluded although funding was limited, working with Dorset Council and other agencies to submit a bid under the users & communities designated fund may be more achievable.

It was agreed Cllr Wheeler would work with K Brooks to draft a narrative document to be reviewed by members at the next meeting to finalise ahead of submission to seek support and options from Historic England, the Environment Agency, and MP Vikki Slade relating to the road safety of all users crossing Julians Bridge.

**Action: SW/KB**

## **6. To note items for forthcoming meetings/agenda's**

Presentation of draft narrative document.

Councillors from Pamphill & Shapwick Parish Council, Lytchett Minster & Upton Town Council and Colehill Parish to request for their Clerks to forward a high resolution of their Council's crests to L Harrison/C Horsley to include on working party documentation to show unity and working together across the neighbouring Town & Parish Councils for the good of the communities served.

**Action: RE/RG/JDJ**

## **7. To confirm date and place of next meeting – Thursday 9 January 2025 at 14:00 in the Committee Room at Wimborne Minster Town Council.**

Cllr Sowry-House noted his apologies for the next meeting.

## **8. Close of meeting at 15:08.**

### **Future meeting dates:**

- 9 January 2025, 14:00 at the Wimborne Minster Town Hall
- 13 March 2025, 14:00 in the Small Hall, Corfe Mullen Village Hall
- 8 May 2025, 14:00 at the Wimborne Minster Town Hall
- 10 July 2025, 14:00 in the Small Hall, Corfe Mullen Village Hall
- 11 September 2025, 14:00 at the Wimborne Minster Town Hall
- 13 November 2025, 14:00 in the Small Hall, Corfe Mullen Village Hall