



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

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

Time... **19:45**

Date... **Tuesday 25 March 2025**

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

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

Catherine Horsley
Town Clerk & RFO
19 March 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 24/364 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/365 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 24/366 Paper A – To Approve minutes of the Town Council meeting held on 25 February 2025** – LGA 1972, sch 12, para 41
- TC 24/367 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 24/368 Paper C - To Approve Bank Reconciliation for February 2025**
- TC 24/369 Paper D – To Note the already Approved minutes of Committees:**
- **TO FOLLOW** - Staffing Committee – 12 December 2024
 - **TO FOLLOW** - Planning & Highways Committee – 11 February 2025

- Planning & Highways Committee – 25 February 2025

- TC 24/370 Paper E – To Agree How to Proceed with the Appointment of Neighbourhood Planning Consultant**
- TC 24/371 Paper F – To Consider and Approve Request from Corfe Mullen Juniors Football Club**
- TC 24/372 Paper G – To Retrospectively Approve Upgrading Streetlighting to LED**
- TC 24/373 Paper H – To Consider How to Proceed with Community Coffee Mornings**
- TC 24/374 Paper I – To Note Update on Usage of the Council’s Electronic Communications**
- TC 24/375 Paper J – To Consider Small Grants Programme Application**
- TC 24/376 Verbal – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/377 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 24/378 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/379 Verbal – To Note Social Media Update**
- TC 24/380 Verbal – To Note Clerk’s Update**
- TC 24/381 Verbal – To Note Mayor’s Report**
- TC 24/382 Verbal – To Note Dorset Councillors Report**
- TC 24/383 Verbal – Matters for Forthcoming Agendas** No decisions can be taken¹
- TC 24/384 To Agree a date and time for the next meeting – Tuesday 22 April 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 24/385 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/386 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.**
- TC 24/386 Paper K – TO FOLLOW - To Approve Recommendations from the Staffing Committee**
- TC 24/387 Close of meeting**

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



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 25 February 2025 at 19:15 in the Small Hall of the Village Hall

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

In Attendance: Catherine Horsley (Town Clerk)
Daryl Pearce (Deputy Town Clerk) - Minute Taker

TC 24/338 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Bonham and Purvis due to prior commitments, Cllr Hardy due to work commitments, and Cllr Holland due to personal circumstances.

TC 24/339 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 an interest in agenda item TC 24/344 – to approve recommendations from the Community Services Committee relating to replacement raised beds, due to being an allotment holder.

TC 24/340 Paper A – To Approve minutes of the Town Council meeting held on 28 January 2025 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 28 January 2025 were **APPROVED**.

TC 24/341 Paper B – To Approve Accounts for Payment

The Clerk provided the following update:

- Lines 1025 & 1026: due to connection issues with the smart meter at the Sports Pavilion not submitting meter readings since October 2024, previous invoices were estimated with a credit note now issued. The smart meter was now working correctly with actual usage now invoiced for processing.

Members raised the following query:

- Line 1008: did the invoice relate to the total costs for service and associated repairs for the gator. The Clerk confirmed the invoice for approval related to the

associated repairs only. The service had been invoiced separately and already processed for payment.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £30,033.98.

TC 24/342 Paper C - To Approve Bank Reconciliation for January 2025

Members raised the following query:

- Line 932: What training did this relate to. The Clerk confirmed the expenditure related to Lantra training the Grounds Team had completed in safe use of ride on mowers, strimmers, brushcutters and multi-use tools.

It was **RESOLVED** to **APPROVE** the bank reconciliation for January 2025.

TC 24/343 Paper D – To Note the already Approved minutes of Committees:

- Community Services Committee – 12 November 2024
- Planning & Highways Committee – 17 December 2024
- Planning & Highways Committee – 7 January 2025
- Planning & Highways Committee – 28 January 2025

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

TC 24/344 Paper E – To Approve Recommendations from the Community Services Committee

The Clerk presented the report, noting the following updates:

- **Allotment Raised Beds:** summarised discussions at the Community Services Committee meeting relating to the five quotations received from Contractors and the materials and construction of replacement raised beds. Contactor/Option 3 provided additional information to provide clarity on the construction of raised beds as requested by the Committee shown in Appendix 1.
- **Allotment Grass Paths:** decision on turning paths over to grass remained outstanding, with a decision required on how to proceed ahead of 1 April 2025, when allotment holders would be signing revised tenancy agreement and maintaining paths.
- **Tree Planting:** if approved, a provisional date had been scheduled on 9 April 2025 during the Easter break, to host a potting event at the Recreation Ground, whereby members of the community could attend and pot up a tree sapling to nurture at home and then return in the Spring 2026 as part of a community planting day.
- **Replacement Doors for the Recreation Ground Public Toilets:** Dorset Police had closed the incident relating to the reported vandalism, with no further action taken, which resulted in closure of the public toilets.

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

- **Allotment Replacement Raised Beds:** contractor/option 3, Evergreen Services to excavate and dispose of 6 wooden raised beds, including soil and to replace with new concrete boards measuring 5.4m long x 1.8m wide x 0.60m high, refill with soil, and to clear the ground around the raised beds infilling with hoggin/path gravel for improved accessibility at a total cost of **£14,700 +VAT**.
- **Allotment Grass Paths:** to pause turning vertical paths over to grass for 12 months.
- **Tree Planting – Adopt a Tree:** to hold a potting event on Wednesday 9 April 2025 for members of the community to attend and pot up a tree sapling to nurture at home and then return in the Spring 2026 as part of a community planting day.

Young people to be encouraged to decorate a pot. Remaining saplings to be potted up by the Grounds Team and nurtured at the Grounds Unit compound.

- **Replacement Doors for Recreation Ground Public Toilets:** Option 1, Seyward Window Co Ltd to supply and install grey steel doors with no glass, made of high-quality aluminium extrusion, approved to BS6375 which complies and conforms to BS7950. Existing door timer locking mechanism to be utilised. Cost for two replacement doors, including installation of **£2,744+VAT**.

TC 24/345 Paper F – To Consider and Approve Updated Electronic Communications Policy

It was **RESOLVED** to **APPROVE** the updated Electronic Communications Policy.

TC 24/346 Paper G – To Consider and Approve New Civic Protocol

It was **RESOLVED** to **APPROVE** the new Civic Protocol.

TC 24/347 Verbal – To Note Update on launch of New Council Website

The Clerk gave a preview of the new website, advising photos would be updated later in the year when new photos would be taken during the summer months, and the history content would be populated as soon as possible.

Members made suggestions as follows:

- Include photos of the Commonwealth Graves and War Memorial under Cemeteries.
- History to include photo gallery of Corfe Mullen through the years and community voices of living in Corfe Mullen.
- Jubilee Walks.

The Clerk confirmed the launch of the new website was anticipated on 27 February 2025, which would be promoted on the Council's social media and noticeboards.

Members thanked the Clerk and those involved in the work to populate the data for the new website.

The update was **NOTED**.

TC 24/348 Paper H – To Consider and Approve Next Steps for Appointment of Neighbourhood Planning Consultant

The Clerk presented the report, noting the purpose of the agenda item was to agree in principle the appointment of the Planning Consultant and to arrange an informal face to face meeting for both parties to meet and understand commitments of developing a Neighbourhood Plan.

The Clerk advised Locality grant funding for the 2025/26 financial year had yet to be confirmed by the Government, albeit circa £5000 was allocated in the Council's earmarked reserves for the project.

Cllr Neil noted, ahead of the informal meeting, to collate documentation from the Steering Group, to enable the Planning Consultant to understand the work already taken place to develop the Neighbourhood Plan.

The Chair noted the importance of developing the plan, particularly a design code for Corfe Mullen, to ensure the characteristics of the village are maintained and considered as part of any new development, due to the Dorset Local Plan not including design codes.

It was **RESOLVED** to **APPROVE** in principle, for the Clerk to schedule a face to face informal meeting with Planning Consultant from FERIA Urbanism, with a view to appointment to relaunch and develop the Corfe Mullen Neighbourhood Plan.

TC 24/349 Paper I - To Consider Items for Approval

The Clerk presented the report, noting the following comments:

- **Upgrade to Office Intruder Alarm:** following the annual service on 22 January 2025, the Contractor recommended upgrading the system to ensure reliability.
- **Electric Vehicle (EV) Points:** Dorset Council had received Government funding to install further EV charge points across Dorset and were asking for suggestions of locations. Further phases would include more Council owned public car parks, and other recreational locations.

Members felt further EV charging points provided those residents without off street parking the ability to charge electric vehicles and met with the Councils commitment to being greener and more sustainable. The installation of EV charge points in Broadstone was noted, and should EV charge points be installed on Town Council owned property, the Town Council should be involved in the process to minimise disruption and loss of parking spaces.

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

- a) **Upgrade to Office Intruder Alarm:** Unique Fire & Security to upgrade office intruder alarm at a total cost of £681.44.
- b) **Electric Vehicle Points:** to submit suggestion to Dorset Council for Corfe Mullen Village Hall as a location for an Electric Vehicle Charging points in Corfe Mullen.

TC 24/350 Paper J – To Consider and Approve Request from Corfe Mullen Carnival Committee

The Clerk presented the report, noting the request from the Carnival Committee was in line with previous years.

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

1. Use the Recreation Ground for the Carnival on Saturday 14 June 2025 and the preceding days from 10 June 2025 for set up. Town Council to arrange for contractors to cut grass on 10-11 June 2025.
2. Access to the Grounds Teams compound from 10 June 2025 to access the Carnival Committees equipment and use of white line markers.
3. To fly model helicopters over the Recreation Ground on carnival day within a large designated and secure area managed in compliance with the activity's appropriate legislation.
4. To run a dog show on the Recreation Ground on Carnival Day. The Clerk to seek permission from Dorset Council as previously.
5. Unrestricted use of the Recreation Ground on 17 June 2025 for the 5K run and fun run.
6. Assistance of the Grounds Team on the 17 June 2025 to trim any low branches, fill divots and assist with line marking.
7. Unrestricted use of the Sports Pavilion from 18:00 on 17 June 2025.
8. On site security overnight on 13 June 2025 at the Recreation Ground.
9. Accept invitation for the Mayor as a guest, to take part in the street procession on carnival day, Saturday 14 June 2025.

10. Permission to stage the festive lights at Windgreen from the end of November 2025 to beginning of January 2026 utilising the council's power supply.

TC 24/351 Paper K – To Receive and Note Internal Audit Interim Report covering the period 1 April 2024 to 31 December 2024

The Clerk presented the report, highlighting the key points to be considered by members.

Members thanked the Clerk and staff for their hard work in achieving a positive audit outcome, noting the recommendations within the report. The Clerk to pass on the Council's thanks for the thoroughness of their first conducted audit of the Town Council.

It was **RESOLVED** to:

- **NOTE** Interim Internal Audit Report for 2024/25 financial year.
- **NOTE** actions shown in Appendix 1 from the Interim Internal Audit Report for 2024/25 financial year.
- **AGREE** the Internal Auditor is independent of the Council.
- **AGREE** the effectiveness of the Internal Audit.
- **APPROVE** the continuing appointment of the Internal Auditor, Tim Light, Lightatouch, for the 2025/26 financial year, subject to quotation and letter of engagement being obtained.

TC 24/352 Paper L – To Consider and Approve Accessibility Statement for the New Council website

The Clerk presented the report, noting the statement along with the Transparency Code required approval ahead of the launch of the new website.

It was **RESOLVED** to **APPROVE** the Accessibility Statement for the New Council Website.

TC 24/353 Paper M – To Consider and Approve Transparency Code

It was **RESOLVED** to **APPROVE** the Transparency Code.

TC 24/354 Verbal – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk provided an update as follows:

- Cannabis had been found at the skate park at the Recreation Ground by the Grounds Team, which had been reported to Dorset Police and disposed of.
- Abandoned vehicle at the Recreation Ground had been removed.
- Graffiti on the Council Notice Board at the Close, off the Roman Road had been removed by the Grounds Team.

The Chair noted the recent fire on Upton Heath at the beginning of half term, where four youths were seen near the location, which destroyed 2000sqm of heathland.

The update was **NOTED**.

TC 24/355 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies noted there was no further update relating to the work to complete the final cell at the Beacon Hill Landfill site. The Tri-Party Agreement between Dorset Council, Suez and Natural England had yet to be signed.

Cllr Lortie attended the recent Dorset Association of Parish and Town Councils (DAPTC) Executive Committee meeting, providing the following update:

- Transition to Company Limited by Guarantee was progressing with Interim Board of Directors to be appointed prior to the Annual General Meeting (AGM) in November 2025. Substantive Board of Directors to be in place following the AGM.
- Graham Sanson's Working Relationships report assessing progress made since Dorset Council became a Unitary Authority in 2019 was due to be finalised and presented to the next DAPTC Towns & Large Parishes Committee meeting.
- Due to increase in DAPTC subscription fees for Town and Parish Councils, three small Parish Councils were no longer members.

The update was **NOTED**.

TC 24/356 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil

Cllr Neil advised clarification on Dorset Councils response to completion of their sustainability statement and checklist for planning applications was awaited and would be followed up at the Future Planning Event scheduled on 4 March 2025 with Dorset Council Planning Officers.

The Climate Change Working Party would play an integral role in the development of the Neighbourhood Plan.

The update was **NOTED**.

TC 24/357 Verbal – To Note Clerk's Update

The Clerk provided the following update:

- Registration of Armed Forces Covenant.
- Government Grant funding for defibrillators had closed. Await notification of grant funding opportunities from London Hearts Charity.
- Corfe Mullen Carnival had booked the Recreation Ground and Sports Pavilion for their 'Thank You' event on 20 July 2025.
- Closing date of applications for the Lead Youth Worker role was on 21 February 2025. 10 applications received, which were being scored ahead of inviting candidates to interviews w/c 3 March 2025.
- Closing date of application for the Project & Community Engagement Officer role was on 24 February 2025. 19 applications received, which were also being scored ahead of inviting candidates to interviews w/c 17 March 2025.
- Cabling work for new office digital phones and broadband was scheduled on 13-14 March 2025.
- Clerk on annual leave from 3-17 March 2025 inclusive.
- Donated Christmas tree and fence was due to be installed by the Grounds Team w/c 3 March 2025.

Finally, the Clerk thanked members for their nomination for the Buckingham Palace Garden Party, which she was very much looking forward to.

The Chair noted the registration of the Armed Forces Covenant and suggested the official signing should take place on 6 June 2025 to coincide with the 80th Anniversary of VE day.

The update was **NOTED**.

At 21:15, the Chair Suspended Standing Order 3w to enable the meeting to continue.

TC 24/358 Verbal – To Note Mayor’s Report

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/359.

TC 24/359 Verbal – To Note Dorset Councillors Report

Cllrs Sowry-House and Florek provided the following update:

- Thanked members for not responding to recent negative posts on social media relating to Corfe Mullen Youth Trust, which were factually incorrect.
- Met with residents in Victoria Close who had raised concerns relating to their families poor living conditions in social housing.
- Met with residents in Birch Close relating to private land which had become an eyesore and dumping ground.
- Attended Beryl Bikes webinar hosted by the Chief Executive Officer (CEO) of Beryl Bikes.
- Met with residents at Windgreen Gardens who had raised concerns relating to fencing, lighting, and maintenance issues on the site with the managing agent, Remus. Cllr Florek had established contact with the new area manager and hoped to foster a more positive and productive working relationship.
- Guest speaker at recent Corfe Mullen Home Watch event.
- Acted as Vice-Chair at Dorset Councils Full Council Budget Meeting held on 11 February 2025.
- Met with My Time Young Carers and asked to present awards to 16–25 year old carers at their annual event on 13 March 2025 at Broadstone Golf Club.
- Attended meeting with NHS Dorset in capacity of role on Corporate Parenting Board.
- Chaired Fire Authority Local Performance Scrutiny Committee for Dorset division in Poundbury.
- Attended Dorset Council Strategic & Technical Planning Committee whereby discussions took place relating to a second Battery Energy Storage Systems (BESS) storage location in Chickerell.

The update was **NOTED**.

TC 24/360 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

TC 24/361 Verbal – To Note Date of the next Annual Parish Meeting scheduled on 13 March 2025

Cllr Sowry-House gave his apologies for the meeting, due to a prior commitment. Cllr Neil as Vice-Chair was asked to Chair the meeting in his absence. Cllr Neil agreed to confirm his availability to the Clerk.

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

The update was **NOTED**.

TC 24/362 To Agree a date and time for the next meeting – Tuesday 25 March 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 24/363 Close of meeting 21:46

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

DRAFT



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025

Agenda Item: TC 24/367

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE Accounts for Payment totalling £38,237.08.

Accounts for Payment - 25 March 2025

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
1108	24.03.2025	£114.91	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting - Feb 2025
1107	24.03.2025	£199.99	Equipment	Blackstone Leisure Ltd	Card	Gazebo for community events
1106	26.03.2025	£24.60	CMVH Items	Trade Uk (B&Q)	IB	To be reimbursed
1104	26.03.2025	£11.76	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
1103	26.03.2025	£12.98	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
1101	26.03.2025	£144.00	Materials & Supplies	Redlynch Leisure Installations	IB	Rope for pay equipment at Rec
1100	25.03.2025	£4,558.11	Pension Contributions	DCPF	IB	Mar-25
1099	25.03.2025	£1,581.20	PAYE	HMRC	IB	Mar-25
1098	25.03.2025	£2,197.58	NIC	HMRC	IB	Mar-25
1097	25.03.2025	£12,916.68	Salaries	Central Computer Management Ltd	IB	Mar-25
1096	26.03.2025	£420.00	Training	Dorset Association of Parish and Town Councils	IB	4 Cllrs & DP attendance at DAPTC Planning Event 04/03/2025
1095	26.03.2025	£35.00	Training	Dorset Association of Parish and Town Councils	IB	Clerk NP Training
1094	13.03.2025	£13.32	Mobile Costs	EE	DD	Grounds/Office Mobile - March 2025
1093	24.02.2025	£13.32	Mobile Costs	EE	DD	Grounds/Office Mobile - Feb 2025
1092	16.03.2025	£89.67	Water Usage	Waterplus	DD	Office & CMVH to be reimbursed
1091	16.03.2025	£48.74	Water Usage	Waterplus	DD	Sports Pavilion 1 of 2
1090	16.03.2025	£19.10	Water Usage	Waterplus	DD	Sports Pavilion 2 of 2
1089	16.03.2025	£7.97	Water Usage	Waterplus	DD	Cemeteries
1088	16.03.2025	£12.10	Water Usage	Waterplus	DD	Allotments
1087	17.03.2025	£56.27	Fuel	UK Fuels Limited	DD	Truck
1086	26.03.2025	£51.96	CMVH Items	Trade UK (Screwfix)	IB	To be reimbursed
1085	17.03.2025	£13.98	Materials & Supplies	Trade UK (Screwfix)	IB	Saw for Grounds Team
1084	26.03.2025	£8.99	Materials & Supplies	Trade UK (Screwfix)	IB	Cutting discs for Grounds Team
1083	24.03.2025	£194.30	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Cemetery Oct-24 to Feb-25
1082	24.03.2025	-£150.00	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Compensation for time & inconvenience agreed by the Energy Ombudsman
1081	11.03.2025	£179.90	Monthly Subscription	Skyguard Limited T/A Peoplesafe	DD	Lone working devices
1080	07.03.2025	£43.46	Materials & Supplies	In-Excess UK Ltd	Card	Compost for Christmas tree planting
1079	10.03.2025	£3.50	Consumables	Co-op Supermarket	Card	Coffee for Community Coffee Mornings

Accounts for Payment - 25 March 2025

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
1078	11.03.2025	£9.97	Materials & Supplies	Trade Uk (B&Q)	Card	Timber for repairs at Henbury View Play Area
1077	03.03.2025	£48.65	Materials & Supplies	Trade Uk (B&Q)	Card	Compost and Screws for Grounds Team
1076	07.03.2025	£12.78	CMVH Items	Trade Uk (B&Q)	Card	To be reimbursed
1075	14.03.2025	£75.00	IT Support	Newburgh Networks Limited	DD	Office IT
1074	14.03.2025	£192.00	Monthly Subscription	Newburgh Networks Limited	DD	Office IT
1073	26.03.2025	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	IB	
1072	26.03.2025	£672.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground
1071	26.03.2025	£35.82	CMVH Items	Eastern Shires Purchasing Org.	IB	To be reimbursed
1070	21.03.2025	£402.16	Waste Collection	Dorset Council	DD	Various sites
1069	26.03.2025	£14.00	Room Hire	Corfe Mullen Village Hall	IB	Julians Bridge WP
1068	26.03.2025	£56.00	Room Hire	Corfe Mullen Village Hall	IB	Interviews
1067	26.03.2025	£49.00	Room Hire	Corfe Mullen Village Hall	IB	Interviews
1066	26.03.2025	£27.00	Room Hire	Corfe Mullen Village Hall	IB	Annual Parish Meeting
1065	26.03.2025	£1,125.60	Cleaning	Clean Deep Services Limited	IB	Various sites
1064	26.03.2025	£48.00	Monthly Subscription	Central Computer Management Ltd	IB	Payroll processing
1063	18.03.2025	£47.76	Phone Lines & Broadband	Buzz Networks Ltd.	DD	Digital phone lines
1062	26.03.2025	£9.59	Equipment	Amazon Payments UK Ltd.	IB	Weeding brush for Grounds Team
1061	26.03.2025	£32.98	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
1060	26.03.2025	£3.99	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
1059	26.03.2025	£4.99	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
1058	26.03.2025	£14.95	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
1057	12.03.2025	£17.96	Materials & Supplies	Selco Builders Warehouse	Card	Broom handles and jigsaw blades
1056	26.03.2025	£1,434.00	Grounds Maintenance	Bournemouth, Christchurch & Poole Council	IB	Dec-24
1055	10.03.2025	£107.35	Fuel	UK Fuels Limited	DD	Vehicles and Equipment
1054	24.03.2025	£285.24	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting Apr-24 to Jan-25
1053	27.02.2025	£316.08	Health & Safety	Peninsula Business Services Limited	DD	H&S Consultants
1052	26.03.2025	£361.72	Maintenance	PTS Compliance Limited	IB	PAT Testing
1051	26.03.2025	£165.53	Materials & Supplies	GLS Educational Supplies	IB	Black sacks for Grounds Team
1050	26.03.2025	£19.54	Materials & Supplies	Amazon Payments UK Ltd.	IB	Replacement charger

Accounts for Payment - 25 March 2025

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
1049	26.03.2025	£85.73	Materials & Supplies	Amazon Payments UK Ltd.	IB	Gloves & Equipment for Grounds Team
1048	26.03.2025	£13.69	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
1047	26.03.2025	£7,641.25	CMYT Grant	Corfe Mullen Youth Trust	IB	Q4 204-25
1042	26.03.2025	£1,473.84	Annual Subscription	Starboard Systems Ltd, TA Scribe Accounts	IB	Scribe Accounts
1041	26.03.2025	£139.75	Room Hire	Corfe Mullen Village Hall	IB	Working at Heights Training
1040	26.03.2025	£240.00	Annual Subscription	Aubergine 262 Ltd	IB	Planning Portal & Members Area
1039	25.02.2025	£20.49	Materials & Supplies	The Mesh Company	Card	Chicken wire for Christmas Tree fencing
1038	25.02.2025	£159.84	Materials & Supplies	Fence Stores Limited	Card	Timber for Christmas Tree fencing
TOTAL:		£38,237.08				



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025

Agenda Item: TC 24/368

Paper: C

Subject:	Bank Reconciliation
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and approve Bank Reconciliation for January 2025.
Background:	Each month the bank accounts are reconciled with the payments and receipts to ensure they all balance. It is then presented to Council for review and approval. Any anomalies should be accounted for, and an explanation provided.
Key Points:	<p>The Receipts and Payments lists are included in the paper and bank statements will be initialled by a Councillor in accordance with the Financial Regulations.</p> <p>All Councillors have login read only access to the full accounts package (Scribe) and can view each individual transaction which has its correlating invoice uploaded to each transaction.</p>
Implications:	<p>Incorrect bank reconciliations would result in the year end accounts not balancing.</p> <p>Failure to reconcile the accounts monthly could result in missing transactions and a potential for fraud to take place.</p> <p>Reconciliations of the accounts monthly supports the quarterly budgeting reports, providing the Council with a clear and transparent view of the accounts overall.</p>
Recommendation:	To Approve the balanced Bank Reconciliation for February 2025.

Corfe Mullen Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 28/02/2025			
	Cash in Hand 01/04/2024			590,612.10
	ADD Receipts 01/04/2024 - 28/02/2025			666,804.88
				1,257,416.98
	SUBTRACT Payments 01/04/2024 - 28/02/2025			488,596.13
A	Cash in Hand 28/02/2025 (per Cash Book)			768,820.85
	Cash in hand per Bank Statements			
	Petty Cash	28/02/2025	0.00	
	Cooperative Current Account	28/02/2025	61,711.23	
	Public Sector Deposit Fund	28/02/2025	706,914.32	
				768,625.55
	Less unrepresented payments			-195.29
				768,820.84
	Plus unrepresented receipts			0.01
B	Adjusted Bank Balance			768,820.85
	A = B Checks out OK			

Corfe Mullen Town Council

17 March 2025 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
923	Pavilion - Utilities	02/02/2025	TC 24/315	Cooperative Current	DD	Gas Usage	British Gas	S	465.20	93.04	558.24
935	Pavilion - Utilities	05/02/2025	TC 24/315	Cooperative Current	DD	Electricity Usage	British Gas	L	283.10	14.16	297.26
973	Printing/Postage/Stationery	05/02/2025	CS 24/41	Cooperative Current	Card	Postage	Swanage Post Office	Z	4.65		4.65
947	Bank Charges	05/02/2025	CS 24/41	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
719	Rates & Utilities	06/02/2025	CS 24/30	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	166.81	8.34	175.15
871	Publications and Subscriptions	10/02/2025	FA 24/56	Cooperative Current	DD	Annual Subscription	Information Commissioner'	Z	35.00		35.00
954	Ground Staff Building (premise	12/02/2025	CS 24/41	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
954	Public Toilets	12/02/2025	CS 24/41	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	372.00	74.40	446.40
958	Waste & Recycling	12/02/2025	CS 24/41	Cooperative Current	IB	Waste Collection	NC Services	Z	300.00		300.00
972	Security (Alarm & CCTV)	12/02/2025	CS 24/41	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	640.00	128.00	768.00
991	Tools & Equipment	12/02/2025		Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	31.62	6.32	37.94
994	Cleaning Materials & Supplies	12/02/2025	CS 24/41	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	20.83	4.17	25.00
882	Staff Training	12/02/2025	CS 24/41	Cooperative Current	IB	Training	Dorset Association of Parisi	Z	35.00		35.00
888	Councillor Training	12/02/2025	CS 24/41	Cooperative Current	IB	Training	Dorset Association of Parisi	Z	35.00		35.00
955	Meeting Room Hire	12/02/2025	CS 24/41	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	117.00		117.00
956	Chairman's Allowance	12/02/2025	CS 24/41	Cooperative Current	IB	Community Engagement	Corfe Mullen Village Hall	Z	138.00		138.00
996	Audit Fees	12/02/2025	CS 24/41	Cooperative Current	IB	Audit Fees	Lightatouch	Z	1,200.00		1,200.00
945	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	71.51	14.30	85.81
945	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	104.19	5.21	109.40
954	Pavilion - Cleaning & Supplies	12/02/2025	CS 24/41	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	559.00	111.80	670.80
960	Office Cleaning (inc Windows)	12/02/2025	CS 24/41	Cooperative Current	IB	Cleaning	R Evetts	Z	12.00		12.00
961	Pavilion - Cleaning & Supplies	12/02/2025	CS 24/41	Cooperative Current	IB	Cleaning	R Evetts	Z	27.50		27.50
968	Telephone/Internet	12/02/2025	CS 24/41	Cooperative Current	DD	Phone Lines & Broadband	Buzz Networks Ltd.	S	39.80	7.96	47.76
971	Fire and Security	12/02/2025	CS 24/41	Cooperative Current	IB	Fire Safety	Chubb Fire Limited	S	97.96	19.59	117.55
974	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-69.19	-13.84	-83.03
974	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-103.93	-5.20	-109.13
975	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-63.65	-12.73	-76.38
976	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-59.56	-11.91	-71.47
977	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
977	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-97.22	-4.86	-102.08
978	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-63.69	-12.74	-76.43
979	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-69.19	-13.84	-83.03
979	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-104.19	-5.21	-109.40
980	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
980	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-100.81	-5.04	-105.85
981	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
981	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-104.19	-5.21	-109.40
982	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-69.19	-13.84	-83.03
982	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-100.81	-5.04	-105.85
983	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
983	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-104.19	-5.21	-109.40
984	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-69.19	-13.84	-83.03
984	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-104.19	-5.21	-109.40
985	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-100.81	-5.04	-105.85
986	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-205.01	-10.25	-215.26
987	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	-71.51	-14.30	-85.81
987	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	-104.19	-5.21	-109.40
988	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	1,142.31	57.12	1,199.43
989	Pavilion - Maintenance	12/02/2025	CS 24/41	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	8.48	1.70	10.18
990	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	104.19	5.21	109.40
990	Street Lighting and Furniture	12/02/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	15.87	0.79	16.66
1007	Plant Maintenance	12/02/2025	TC 24/341	Cooperative Current	IB	Maintenance	Christchurch Garden Machi	S	347.36	69.48	416.84
1008	Vehicle Maintenance	12/02/2025	TC 24/341	Cooperative Current	IB	Maintenance	Hunt Forest Group Ltd (Bla	S	1,653.39	330.69	1,984.08
944	Website Redesign	12/02/2025	CS 24/41	Cooperative Current	IB	Website Redesign	Aubergine 262 Ltd	S	899.00	179.80	1,078.80
944	Website Redesign	12/02/2025	CS 24/41	Cooperative Current	IB	Website Redesign	Aubergine 262 Ltd	S	100.00	20.00	120.00
944	Website Redesign	12/02/2025	CS 24/41	Cooperative Current	IB	Website Redesign	Aubergine 262 Ltd	S	1,050.00	210.00	1,260.00
944	Website Redesign	12/02/2025	CS 24/41	Cooperative Current	IB	Website Redesign	Aubergine 262 Ltd	S	299.00	59.80	358.80
944	Website Redesign	12/02/2025	CS 24/41	Cooperative Current	IB	Website Redesign	Aubergine 262 Ltd	S	50.00	10.00	60.00
952	VH Reimbursement	12/02/2025	CS 24/41	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	15.28		15.28
953	CMYT - Reimbursement	12/02/2025	CS 24/41	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	13.98		13.98
970	VH Reimbursement	12/02/2025	CS 24/41	Cooperative Current	IB	Fire Safety	Chubb Fire Limited	Z	777.03		777.03
997	VH Reimbursement	12/02/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-15.28		-15.28
998	VH Reimbursement	12/02/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-58.42		-58.42
999	VH Reimbursement	12/02/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-777.03		-777.03
1000	CMYT - Reimbursement	12/02/2025		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-13.98		-13.98
1011	VH Reimbursement	13/02/2025	TC 24/341	Cooperative Current	IB	CMVH Items	The Link Magazines Dorset	Z	83.16		83.16
957	Office IT & Software	14/02/2025	CS 24/41	Cooperative Current	DD	IT & Software	Newburgh Networks Limite	S	160.00	32.00	192.00
963	Water	16/02/2025	CS 24/41	Cooperative Current	DD	Water Usage	Waterplus	Z	15.94		15.94
964	Rates & Utilities	16/02/2025	CS 24/41	Cooperative Current	DD	Water Usage	Waterplus	Z	8.82		8.82
965	Pavilion - Utilities	16/02/2025	CS 24/41	Cooperative Current	DD	Water Usage	Waterplus	Z	50.18		50.18

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
966	Pavilion - Utilities	16/02/2025	CS 24/41	Cooperative Current	DD	Water Usage	Waterplus	Z	20.05		20.05
967	Utilities	16/02/2025	CS 24/41	Cooperative Current	DD	Water Usage	Waterplus	Z	19.48		19.48
967	VH Reimbursement	16/02/2025	CS 24/41	Cooperative Current	DD	Water Usage	Waterplus	Z	58.42		58.42
1018	Chairman's Allowance	17/02/2025	TC 24/341	Cooperative Current	Card	Community Engagement	Co-op Supermarket	Z	1.35		1.35
993	Vehicle Fuel	17/02/2025	CS 24/41	Cooperative Current	DD	Fuel	UK Fuels Limited	S	105.20	21.05	126.25
993	Equipment Fuel	17/02/2025	CS 24/41	Cooperative Current	DD	Fuel	UK Fuels Limited	S	16.07	3.21	19.28
1023	Pavilion - Maintenance	18/02/2025	TC 24/341	Cooperative Current	IB	Equipment	Gopak Ltd	S	907.08	181.42	1,088.50
992	Waste & Recycling	19/02/2025	CS 24/41	Cooperative Current	DD	Waste Collection	Dorset Council	Z	321.16		321.16
992	Pavilion - Waste	19/02/2025	CS 24/41	Cooperative Current	DD	Waste Collection	Dorset Council	Z	49.84		49.84
992	Office - Waste Collection	19/02/2025	CS 24/41	Cooperative Current	DD	Waste Collection	Dorset Council	Z	38.95		38.95
969	Employment Services	20/02/2025	CS 24/41	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
1026	Pavilion - Utilities	21/02/2025	TC 24/341	Cooperative Current	DD	Gas Usage	British Gas	L		-32.84	-32.84
1026	Pavilion - Utilities	21/02/2025	TC 24/341	Cooperative Current	DD	Gas Usage	British Gas	S	-1,122.04	-93.04	-1,215.08
1093	Telephone/Broadband/Mobiles	24/02/2025		Cooperative Current	DD	Mobile Costs	EE	S	11.10	2.22	13.32
1031	Water	24/02/2025		Cooperative Current	Cheque	Water Usage	Waterplus	Z	-288.25		-288.25
1019	Salaries	25/02/2025	TC 24/341	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	12,916.68		12,916.68
1004	Ground Staff Building (premise	25/02/2025	TC 24/341	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	11.48	2.30	13.78
1004	PPE & Uniform	25/02/2025	TC 24/341	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	4.98	1.00	5.98
1022	PAYE	25/02/2025	TC 24/341	Cooperative Current	IB	PAYE	HMRC	Z	1,581.20		1,581.20
1020	Pension	25/02/2025	TC 24/341	Cooperative Current	IB	Pension Contributions	DCPF	Z	4,558.11		4,558.11
1021	National Insurance	25/02/2025	TC 24/341	Cooperative Current	IB	NIC	HMRC	Z	2,197.58		2,197.58
1038	Tree Planting	25/02/2025		Cooperative Current	Card	Materials & Supplies	Fence Stores Limited	S	133.20	26.64	159.84
1039	Tree Planting	25/02/2025		Cooperative Current	Card	Materials & Supplies	The Mesh Company	Z	20.49		20.49
1003	Health & Safety Services	25/02/2025	TC 24/341	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
1010	CMSA Reimbursement	25/02/2025	TC 24/341	Cooperative Current	IB	CMSA Items	Corfe Mullen Village Hall	Z	39.00		39.00
1033	Cleaning Materials & Supplies	26/02/2025	TC 24/341	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	14.07	2.81	16.88
1001	Play Areas	26/02/2025	TC 24/341	Cooperative Current	IB	Materials & Supplies	Sutcliffe Play South West	S	599.74	119.95	719.69
1017	Office IT & Software	26/02/2025	TC 24/341	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
1029	Play Areas	26/02/2025	TC 24/341	Cooperative Current	IB	Materials & Supplies	Online Playgrounds	S	11.20	2.24	13.44
1032	Play Areas	26/02/2025	TC 24/341	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	3.46	0.69	4.15
1035	Chairman's Allowance	26/02/2025	TC 24/341	Cooperative Current	IB	Community Engagement	Corfe Mullen Village Hall	Z	172.50		172.50
1036	Meeting Room Hire	26/02/2025	TC 24/341	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	117.00		117.00
1037	Meeting Room Hire	26/02/2025	TC 24/341	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	13.00		13.00
962	Fire and Security	26/02/2025	CS 24/41	Cooperative Current	IB	Maintenance	Unique Fire & Security Ltd.	S	60.00	12.00	72.00
1002	Plant Maintenance	26/02/2025	TC 24/341	Cooperative Current	IB	Maintenance	Hunt Forest Group Ltd (Bla	S	21.24	4.26	25.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1005	Street Lighting and Furniture	26/02/2025	TC 24/341	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	16.98	0.85	17.83
1006	Plant Maintenance	26/02/2025	TC 24/341	Cooperative Current	IB	Maintenance	Christchurch Garden Machi	S	479.17	95.81	574.98
1012	Rates & Utilities	26/02/2025	TC 24/341	Cooperative Current	DD	Water Usage	Waterplus	Z	5.97		5.97
1014	Repairs & Maintenance	26/02/2025	TC 24/341	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	15.02	3.00	18.02
1016	Plant Maintenance	26/02/2025	TC 24/341	Cooperative Current	IB	Maintenance	Christchurch Garden Machi	S	57.30	11.46	68.76
1030	Trailer for Groundstaff Team	26/02/2025	TC 24/341	Cooperative Current	IB	Equipment	Crossways Trailers Limited	S	700.00	140.00	840.00
1009	VH Reimbursement	26/02/2025	TC 24/341	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	9.99		9.99
1013	VH Reimbursement	26/02/2025	TC 24/341	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	13.99		13.99
1024	Commemorative Flag Pole	26/02/2025	TC 24/341	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	145.80	29.16	174.96
1043	CMSA Reimbursement	26/02/2025		Cooperative Current	IB	CMSA Reimbursement	Corfe Mullen Sports Associ	Z	-39.00		-39.00
1044	VH Reimbursement	26/02/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-9.99		-9.99
1045	VH Reimbursement	26/02/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-83.16		-83.16
1046	VH Reimbursement	26/02/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-13.99		-13.99
1053	Health & Safety Services	27/02/2025		Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
Total									33,080.79	1,878.46	34,959.25

Corfe Mullen Town Council

17 March 2025 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
340	Tennis Court Fees	01/02/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	0.01		0.01
354	VAT Reclaim	02/02/2025		Cooperative Current	IB	VAT Reclaim	HMRC	R		9,713.92	9,713.92
353	Cemetery Fees	03/02/2025		Cooperative Current	Cheque	Transfer of Burial Rights	Member of Public	Z	92.00		92.00
361	Pitch Fees	03/02/2025		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC Juni	Z	54.00		54.00
352	Tennis Court Fees	03/02/2025		Cooperative Current	Cash	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
352	Tennis Court Fees	03/02/2025		Cooperative Current	Cash	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
362	Pavilion Lounge Hire	03/02/2025		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
360	Tennis Court Fees	04/02/2025		Cooperative Current	IB	Tennis Court Fees	Sara Butt	Z	7.50		7.50
363	Pitch Fees	05/02/2025		Cooperative Current	IB	Pitch Fees	Wimborne Magpies U14s g	Z	54.00		54.00
358	Tennis Court Fees	05/02/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
358	Tennis Court Fees	05/02/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
358	Tennis Court Fees	05/02/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
358	Tennis Court Fees	05/02/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
364	Pavilion Lounge Hire	06/02/2025		Cooperative Current		Lounge Hire Fees	Corfe Mullen United Junior:	Z			
364	Pavilion Lounge Hire	06/02/2025		Cooperative Current		Lounge Hire Fees	Corfe Mullen United Junior:	Z			
367	Cemetery Fees	06/02/2025		Cooperative Current	IB	Burial Fees	Lesley Shand Funeral Servi	Z	137.00		137.00
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
365	Pitch Fees	06/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
366	Tennis Court Fees	10/02/2025		Cooperative Current	IB	Tennis Court Fees	Sara Butt	Z	7.50		7.50
368	Small Grants Programme GPC	12/02/2025		Cooperative Current	Cheque	Grant Repayment	Legs and Company Leg CLi	Z	6,500.00		6,500.00
368	Small Grants Programme GPC	12/02/2025		Cooperative Current	Cheque	Grant Repayment	Legs and Company Leg CLi	Z	-3,330.00		-3,330.00
369	Cemetery Fees	13/02/2025		Cooperative Current	Cash	Transfer of Burial Rights	Member of Public	Z	92.00		92.00
371	Pavilion Lounge Hire	13/02/2025		Cooperative Current		Lounge Hire Fees	Corfe Mullen Lawn Tennis	Z			
373	Pitch Fees	13/02/2025		Cooperative Current		Pitch Fees	Southside Vipers FC	Z	78.00		78.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
372	Pitch Fees	15/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
370	Tennis Court Fees	17/02/2025		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.50		7.50

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
374	Pitch Fees	19/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen Carnival Comi	Z			
376	Tennis Court Fees	20/02/2025		Cooperative Current	IB	Tennis Court Fees	Corfe Mullen Lawn Tennis i	Z	1,159.00		1,159.00
379	Pitch Fees	24/02/2025		Cooperative Current		Pitch Fees	Wimborne Magpies U14s g	Z	54.00		54.00
380	Tennis Court Fees	24/02/2025		Cooperative Current		Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
377	Pavilion Lounge Hire	24/02/2025		Cooperative Current		Lounge Hire Fees	Corfe Mullen Cricket Club	Z			
380	Tennis Court Fees	24/02/2025		Cooperative Current		Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
383	Tennis Court Fees	24/02/2025		Cooperative Current	IB	Tennis Court Fees	Christopher Powis	Z	7.50		7.50
382	Pitch Fees	25/02/2025		Cooperative Current		Pitch Fees	Southside Vipers	Z	78.00		78.00
388	Pitch Fees	25/02/2025		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC	Z	54.00		54.00
389	Pitch Fees	25/02/2025		Cooperative Current	IB	Pitch Fees	Lytchett Matravers FC	Z	54.00		54.00
378	Tennis Court Fees	25/02/2025		Cooperative Current		Tennis Court Fees	Sara Butt	Z	7.50		7.50
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
381	Pavilion Lounge Hire	25/02/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior:	Z			
386	Tennis Court Fees	27/02/2025		Cooperative Current		Tennis Court Fees	Helen Rawles	Z	7.50		7.50
386	Tennis Court Fees	27/02/2025		Cooperative Current		Tennis Court Fees	Helen Rawles	Z	7.50		7.50
430	Bank Interest	28/02/2025		Public Sector Depos	IB	Bank Interest	PSDF	Z	3,058.98		3,058.98
385	Pitch Fees	28/02/2025		Cooperative Current		Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
385	Pitch Fees	28/02/2025		Cooperative Current		Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
385	Pitch Fees	28/02/2025		Cooperative Current		Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
385	Pitch Fees	28/02/2025		Cooperative Current		Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
385	Pitch Fees	28/02/2025		Cooperative Current		Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
384	Tennis Court Fees	28/02/2025		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z	135.00		135.00
Total									10,322.99	9,713.92	20,036.91



Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 10:00 on Thursday 12 December 2024 in the Office of Corfe Mullen Village Hall

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

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

SS 24/19 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence received. All members were present.

SS 24/20 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.

SS 24/21 Paper A - To Approve minutes of the Extra-ordinary meeting held on 19 November 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 19 November 2024 were **APPROVED**.

SS 24/22 Paper B - To Review Staffing Committee Terms of Reference

The Clerk presented the report, noting the tracked amendments for consideration related to scheduled committee meeting dates and the recruitment process for new employees overseen by the Committee.

Members felt the suggested amendments documented and reflected what happens in practice and ensured the Committee was involved in the recruitment of staff.

It was **RESOLVED** to recommend to Full Council to approve and adopt the updated Staffing Committee Terms of Reference.

SS 24/23 Paper C – To Review Staffing Committee Scheme of Delegation

The Clerk presented the report, noting the tracked amendments were in line with the updates to the Terms of Reference.

It was **RESOLVED** to recommend to Full Council to approve and adopt the updated Scheme of Delegation for the Staffing Committee.

A handwritten signature in black ink, appearing to be 'P. Purvis'.

SS 24/24 Paper D – To Review Recruitment Process for Town Council Staff

The Clerk presented the report, noting the Council must ensure HR policies in place are open and transparent should any employment issues/tribunals arise against the Council. An example of the recruitment process recently followed for the Community Engagement and Project Officer role was shown in the appendices of the report.

Members felt consideration should be given to the following updates:

- Location of interviews to present a professional approach to potential candidates.
- Number on the interview board to be proportionate to the role.
- Existing teams' involvement in the tasks as part of the interview process.
- Tasks and interview questions proportionate to the role.
- Task and/or question(s) to be given to potential candidates ahead of their interview dependant on the role.

It was **RESOLVED** for the Clerk to make amendments to present and recommend to Full Council to approve and adopt the recruitment process to be followed for all new employees.

SS 24/25 Paper E – To Note Clerk's Annual Appraisal

The Chair of the Council, Cllr Sowry-House provided a summary of the discussions taken place with the Clerk as part of her annual appraisal on 9 December 2024. Main topics of discussion included the frustrations with the length of time taken to progress projects, the Councils commitment to training all its staff, the enhanced office team and the priorities for the forthcoming year including the relaunch of the Neighbourhood Plan and the redevelopment of the Sports Pavilion and Recreation Ground.

Discussion took place relating to the importance of training for all staff and councillors, noting the training provided by Dorset Council to new Ward Councillors was exceptional and whether this training could be rolled out for Town & Parish Councils. This was being followed up by Cllr Sowry-House in his role as Dorset Council Ward Councillor.

The Clerk provided an update on a recent Society of Local Clerks (SLCC) Dorset Branch meeting attended on 11 December 2024, whereby discussions took place relating to 'working together' with Dorset Council, particularly officers and the breadth of knowledge in Town and Parish Councils across Dorset which should be utilised by Dorset Council for the good of all communities in Dorset. The Clerk noted her frustrations with contacting Dorset Council Officers and lack of responses and/or feedback received, albeit the office had a good working relationship with the Dorset Council Community Highways Officer.

It was **RESOLVED** to **NOTE** the Clerks Annual Appraisal for 2024.



SS 24/26

Paper F – To Review Job Description & Specification for the Community Engagement & Project Officer

The Clerk presented the report, noting following the recent interviews for the role in November 2024, the tracked amendments reflected discussions and feedback of the Interview Board.

Members felt consideration should be given to the following updates:

- Job title to be updated to Project and Community Engagement Officer to reflect the key part of the role.
- More emphasis on working alongside external consultants and contractors to ensure their work met the needs of the Council by acting as a conduit between the officers, the Council and consultants.
- Element of customer services skills as the role was customer facing.
- Job specification in terms of local authority/public sector knowledge and experience to move from essential to desirable skills in order not to limit applicants.
- Job specification education/training to state degree level, higher education or Prince 2 Project Management qualification or equivalent.
- Include interview question relating to equality, diversity and inclusion.
- Candidates invited for interview to be given task ahead of interview.

Members discussed the key stakeholders for the project and the importance of the officer role to engage across the whole community and to think dynamically on how this can be achieved.

It was **RESOLVED** for the Clerk to make amendments to present and recommend to Full Council for approval to readvertise the role in the new year.

SS 24/27

Verbal – To Note General Staffing Update

The Clerk presented a staffing update as follows:

- Rachel Virrill had moved from her role as Deputy Clerk into her new part time role as Senior Administrator with effect from 1 December 2024. The key parts of the new role were to support the charities to which the Council act as Sole Trustee, particularly the Village Hall and Youth Trust.
- Daryl Pearce, Deputy Clerk had worked hard with the Grounds Team to ensure their policies and procedures were up to date, with essential training underway. However, the focus was now on the governance of the Town Council. It was anticipated his iLCA qualification would be progressed in the new year.
- Grounds Team were working well to ensure all Town Councils were maintained to a high standard, with positive feedback received from residents and users of facilities.

Members felt the teams had come a long way, particularly the Grounds Team who took pride in their work to ensure Council sites looked their best and welcoming to visitors, which was reflected in the feedback received from residents. The enhanced office team would now be able to focus more on the Councils projects and initiatives alongside business as usual.

The update was **NOTED**.



SS 24/28 Matters for Forthcoming Agendas No decisions can be taken¹

The Clerk noted the advertisement for the Project and Community Engagement Officer role would be placed mid-January 2025 for 4 weeks on the Town Council and Dorset Council job vacancies websites along with Indeed, with interviews anticipated late February 2025. Members noted their availability in February and March 2025 to be part of the Interview Board.

Updates on the recruitment of the Project and Community Engagement Officer role to be provided at the next meeting.

SS 24/29 To Agree a date and time for the next meeting – Thursday 13 February 2025 at 10:00 in the Office, Corfe Mullen Village Hall, Towers Way, Corfe Mullen.

SS 24/30 Meeting closed at 11.15.

Signed as a correct record of the meeting.....  Date..... 20/3/2025

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



**Minutes of the meeting of the Planning & Highways Committee held on
Tuesday 11 February 2025 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
J Bonham (Chair)
P Cuckston
V Papilio

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

Due to the Committee Chair and Vice-Chair being absent from the meeting, of those members present, Cllr Papilio proposed for Cllr Bonham to Chair the meeting, which was seconded by Cllr Cuckston.

Public Participation

There were 4 members of the public present, none of whom wished to speak.

Cllr Cuckston wished to make a representation as a member of the public relating to planning application no: P/FUL/2025/00387 - 47 Brook Lane Corfe Mullen BH21 3RD - erect a replacement dwelling with detached garage and cycle store and form new access, due to living in proximity of the proposed development. Comments in addition to those made at the previous meeting were noted as follows:

- Repetitive planning applications for the site.
- Severing plot would create an over development of the site.
- Understood there were trees on the site with TPO's, which had been felled.
- Sightings of bats at the location, uncertainty if they were roosting on the site or not.
- Tree surgeon and Natural England reports were out of date.

The Chair thanked Cllr Cuckston for his representation and opened the meeting.

PC 24/195 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs A Holland and Hardy due to personal circumstances and Cllr Neil due to work commitments. Cllrs Florek and Sowry-House were attending the Dorset Council Full Council meeting in their roles as Dorset Council Ward Councillors.

PC 24/196 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

A handwritten signature in black ink, appearing to be 'P. Cuckston'.

Cllr Cuckston declared a non-pecuniary interest relating to planning application no. P/FUL/2025/00387 - 47 Brook Lane Corfe Mullen BH21 3RD, due to his representation and living in proximity of the proposed development.

PC 24/197 Paper A - To Approve minutes of meeting held on 28 January 2025 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 28 January 2025.

PC 24/198 Paper B – To Note Planning Decisions Report – decisions between 22 January 2025 – 5 February 2025

The planning decisions report was **NOTED**.

PC 24/199 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:

Application No: P/FUL/2025/00387
Location: 47 Brook Lane Corfe Mullen BH21 3RD
Proposal: Erect a replacement dwelling with detached garage and detached cycle store. Form new access. Demolish remaining existing.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411648>

Cllr Cuckston did not participate in the discussion, albeit he remained in the room.

Members noted comments discussed at the previous meeting relating to planning application no. P/FUL/2024/07588 to sever plot and erect a new dwelling and felt the proposal had not fundamentally changed, therefore the previous objections remained. However, the proposal was also contrary to HE3, ME1, KS9 and KS12 policies within the Christchurch and East Dorset Local Plan Part 1, Core Strategy (2014).

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

Application No: P/HOU/2025/00146
Location: 29 Beech Close Corfe Mullen BH18 9NJ
Proposal: Part single storey and two storey front extension, side extension to include first floor dormer to rear elevation and raised garden area to south side of property, with new boundary fence and new double garage.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411378>

Members noted the Dorset Council guidance note dated December 2023 relating to sustainability statements and checklists for planning applications over a 10% threshold had not been completed. The Clerk explained the application did not meet the criteria for new residential and new non-residential units or mixed-use development only.

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

PC 24/200 To Note Public Notification for removal of phone box from Dorset Council Planning Services:

Application No: P/NOTP/2025/00621
Location: 61 Wareham Road Corfe Mullen BH21 3JX
Proposal: Removal of payphone.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411935>

The public notification for removal of phone box was **NOTED**.

PC 24/201 Verbal – To Note Highways Update



The Clerk provided the following update:

- Safety barrier at Henbury View play area adjacent to Hillside Road had been installed by Dorset Council Highways.
- Resident in Dennis Road, Corfe Mullen had made contact with the Council Office and members requesting road safety improvements including signage at the junction of Dennis Road and Queens Road, due to limited visibility at the junction. The resident had been referred to the Community Highways Request Policy in the first instance.

The update was **NOTED**.

PC 24/202 Matters for forthcoming agendas No decisions can be taken¹

Cllr Bonham advised that as a resident on Wimborne Road, herself along with other neighbouring residents in Corfe Halt Close had received a letter from Solicitors representing an individual claiming personal injuries and losses as a result of a serious road traffic accident which occurred on 16 January 2025 at the junction of Wimborne Road and Corfe Halt Close. The letter was seeking any CCTV footage of the incident as evidence.

Cllr Bonham handed over a completed petition in line with the Community Highways Request Policy requesting a pedestrian crossing on Wimborne Road between Wayground Road and Pine Road for consideration.

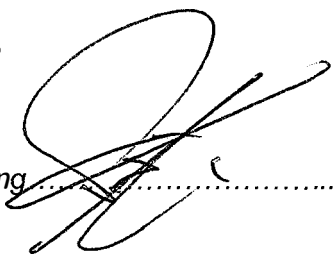
The Clerk advised that the speed limit on Wimborne Road exiting the A31 Lake Gates roundabout, and a pedestrian crossing were being discussed as part of the remit of the Joint Julians Bridge Working Party with Wimborne Minster Town Council. Albeit the location of a pedestrian crossing being considered was further down Wimborne Road close to the Lambs Green Inn. The Clerk advised, Council had previously discussed a resident's request for a pedestrian crossing between Wayground Road and Pine Road. However, upon investigation, this location was deemed unsuitable due to sight lines and infrastructure required for a pedestrian crossing.

There were no other matters for forthcoming agendas.

PC 24/203 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 25 February 2025 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/204 Close of Meeting 18:54.

Signed as a correct record of the meeting Date 18/02/2025



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

Appendix 1 - Application No: P/FUL/2024/000387 - 47 Brook Lane Corfe Mullen BH21 3RD

Members of the Planning & Highways Committee met on 11 February 2025 to consider the application and object on the following grounds:

- Access to site is dangerous as Brook Lane is a single track, un-adopted gravel lane which would not cope with additional traffic.
- It is noted the street scene provided as part of the application was misrepresentative, particularly in relation to the size of existing adjacent dwellings.

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

- **LN2 – Design, Layout and Density of New Housing Development:** Severing of plot would conflict with the local character and distinctiveness of the area.
- **HE2 – Design of New Development:** The size of the proposed dwelling is overlarge for the severed plot and is unsympathetic to the more spacious character and appearance of existing development in the unmade part of Brook Lane. This will result in a cramped development which is out of character with the immediate area.
- **HE3 – Landscape Quality:** The proposed development does not protect and seek to enhance the landscape character of the area and could potentially have a harmful effect on tranquillity and not protect against intrusion from light pollution, noise and motion. The proposed development does not protect the natural elements such as trees, hedgerows, and wildlife corridors.
- **ME1 – Safeguarding Biodiversity and Geodiversity:** The proposed development could potentially have a harmful effect on internationally designated sites, sites of special scientific interest, the Dorset landscape character area and regionally important geological and geomorphological sites. The application does not demonstrate mitigation measures necessary to avoid harm to protected species identified on the site.
- **KS9 - Transport Strategy and Prime Transport Corridors:** The proposed development does not align with the Local Transport Plan (LTP3) requirements, which emphasise sustainable development in accessible locations along Prime Transport Corridors.
- **KS12 – Parking Provision:** The proposed development does not provide adequate vehicle parking to meet the needs of the proposed dwelling.

Members request the application is considered in light of the above comments by the Eastern Planning Committee if the Officers comments are at variance to the above.

Corfe Mullen Town Council
11 February 2025





**Minutes of the meeting of the Planning & Highways Committee held on
Tuesday 25 February 2025 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 3 members of the public present, none of whom wished to speak.

PC 24/205 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Bonham due to a prior commitment and Cllr Hardy due to work commitments.

PC 24/206 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 24/207 Paper A - To Approve minutes of meeting held on 11 February 2025 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 11 February 2025.

PC 24/208 Paper B – To Note Planning Decisions Report – decisions between 5 – 19 February 2025

The planning decisions report was **NOTED**.

AH

PC 24/209 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:

Application No: P/HOU/2025/00725
Location: 10 Highfield Close Corfe Mullen BH21 3PJ
Proposal: Extend building to front elevation level with existing building line. Form room in new roof to front. Flat roof extension to rear. Form car port in front of existing garage.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412088>

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

Application No: P/HOU/2025/00432
Location: 2 Kiln Close Corfe Mullen BH21 3UR
Proposal: Single storey side extension and internal alterations.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411709>

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

Application No: P/HOU/2025/00678
Location: 17 Corfe Lodge Road Corfe Mullen BH18 9NF
Proposal: Erect a single-storey, flat-roof side extension to the existing kitchen with two skylights

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412026>

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

Application No: P/HOU/2025/00817
Location: 48 Phelipps Road Corfe Mullen BH21 3NW
Proposal: Porch enlargement and replacement of flat roof to pitched roof

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412186>

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

Application No: P/HOU/2025/00786
Location: Gilleve Wareham Road Corfe Mullen BH21 3RU
Proposal: Erection of replacement outbuilding and retrospective permission for foundations/base

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412153>

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

Application No: P/HOU/2024/07469
Location: 74 Wimborne Road Corfe Mullen BH21 3EA
Proposal: Development of the existing attached garage and conservatory into a habitable living area.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411031>

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

PC 24/210 To Consider and Comment on Variation of Condition received from Dorset Council Planning Services:

Application No: P/VOC/2025/00519
Location: 32 Highfield Road Corfe Mullen BH21 3PF
Proposal: Demolish existing dwelling and erect 2no 4-bedroom chalet bungalows with associated access (with variation of condition 2 of planning permission P/FUL/2024/02599 to vary the plans to amend the site plan so a new second vehicular access can be formed.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411814>

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

PC 24/211 To Note Tree Works Application received from Dorset Council Planning for information purposes:

Application No: P/TRT/2025/00814
Location: Knoll Cottage Knoll Lane Corfe Mullen BH21 3RF
Proposal: T1 Scots Pine - Remove deadwood and inspect for damage.
T2 Lawson Cypress - Fell. Replant with Scots Pine.
T3 Scots Pine - Reduce over extended limbs growing towards house, and one limb growing towards drive by 1.5-2m. Remove deadwood and inspect for damage. T4 Lawson Cypress - Fell. Replant with Scots Pine.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412183>

The Tree Works application was **NOTED**.

PC 24/212 To Note TPO Confirmation received from Dorset Council Planning for information purposes:

Application No: TPO/2025/0013
Location: Land at 21 Beacon Road, Corfe Mullen, BH18 9JL
Trees Specified: T1 – Oak

Confirmation of Tree Preservation Order (TPO) was **NOTED**.

PC 24/213 Verbal – To Note Highways Update

The Clerk provided the following updates:

- Following a resident's request for road safety improvements on Dennis Road at the junction with Queens Road. Cllr Purvis visited the site and advised that there had never been any stop road signs at the junction, and due to the road splay, felt road signs should not be necessary, albeit it was the decision of Dorset Council as the Highways Authority. The resident has been informed of the outcome.
- At the last meeting, Cllr Bonham handed over a completed petition in line with the Community Highways Request Policy requesting a pedestrian crossing on Wimborne Road between Wayground Road and Pine Road for consideration. The Clerk confirmed this item would be included on the agenda for the next meeting on 11 March 2025.
- Next Joint Julians Bridge Working Group with Wimborne Minster Town Council was scheduled on 13 March 2025.

The update was **NOTED**.

PC 24/214 Matters for forthcoming agendas No decisions can be taken¹

Cllr Holland informed members that a tree had been felled at Henbury View First School at the rear of Erica Drive and that two further trees had red marking, indicating they may also be felled. The Clerk agreed to follow up with the Dorset Council Tree Officer. Cllr Holland advised she would also contact the school for further information.

Cllr Sowry-House advised that he had met with a resident on Henbury View Road who had raised concerns relating to two large pine trees on Henbury View Road at the junction with Wareham Road, whereby during high winds, branches touched the overhanging electricity cables causing sparks and power outages. Dorset Councils tree team had visited the site and confirmed the land where the trees were located was unregistered. Therefore, tree works was not the responsibility of Dorset Council unless the trees were unsafe. Cllr Sowry-House confirmed he was liaising with the resident and Dorset Council to reach a resolution.

It was noted; Dorset Council previously confirmed that TPO data would be available on Dorset Explorer for members of the public to view by the end of 2024. However, Cllr Neil advised the data was still unavailable. Cllr Sowry-House agreed to follow up with Dorset Council tree team.

There were no other matters for forthcoming agendas.

PC 24/215 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 11 March 2025 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/216 Close of Meeting 19:10

Signed as a correct record of the meeting *Anne Holland* Date 11/2/2025

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

Appendix 1 - Application No: P/FUL/2025/00786 – Gilleve, Beacon Hill Lane, Corfe Mullen BH21 3RU

Members of the Planning & Highways Committee met on 25 February 2025 to consider the application and object on the following grounds:

- The drawing showing the existing and proposed outbuildings along with the outline of new foundations does not show to scale. Therefore, it is difficult to determine whether the replacement outbuilding is materially different to the former outbuilding.
- Application type states class C3 dwelling houses. Proposed replacement outbuilding does not appear to be a dwelling house (whether or not as sole or main residence) for a single person or single household.
- Foundations already laid appear larger than the proposed replacement outbuilding.

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

- **HE2 – Design of New Development:** The bulk, height, materials, and visual impact of the proposed development is not compatible with the surrounding area.
- **ME1 – Safeguarding Biodiversity and Geodiversity:** The proposed development could potentially have a harmful effect on internationally designated sites, sites of special scientific interest, the Dorset landscape character area and regionally important geological and geomorphological sites.
- **ME2 – Protection of the Dorset Heathlands:** The proposed development is within 5k of protected European and internationally protected heathlands.
- **ME3 – Sustainable Development Standards for New Development:** Encourage a proactive approach to mitigating and adapting to climate change and commitment to sustainable renewable technologies in order to future proof and not incur future retro-fit costs.

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

- **Para 154:** The construction of replacement outbuilding within the Greenbelt is inappropriate due to the disproportionate additions over and above the size of the original building.

Members request the application is considered in light of the above comments by the Eastern Planning Committee if the Officers comments are at variance to the above.

**Corfe Mullen Town Council
25 February 2025**

Appendix 2 - Application No: P/VOC/2025/00519 - 32 Highfield Road Corfe Mullen BH21 3PF

Members of the Planning & Highways Committee met on 25 February 2025 to consider the variation of condition and object on the following grounds:

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

- **HE2 – Design of New Development:** Scale and bulk of development would be overbearing and cause loss of amenity to adjacent properties.
- **ME3 – Sustainable Development Standards for New Development:** Encourage a proactive approach to mitigating and adapting to climate change and commitment to sustainable renewable technologies in order to future proof and not incur future retro-fit costs.

Members request the application is considered in light of the above comments by the Eastern Planning Committee if the Officers comments are at variance to the above.

Corfe Mullen Town Council
25 February 2025





CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025

Agenda Item: TC 24/370

Paper: E

Subject:	Appointment of Neighbourhood Plan Consultant
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to consider next steps for appointment of a Planning Consultant to work with the Council and community volunteers to relaunch and develop the Corfe Mullen Neighbourhood Plan.
Background:	At the previous meeting held on 25 March 2025, it was RESOLVED to APPROVE in principle, for the Clerk to schedule a face-to-face informal meeting with Planning Consultant from Feria Urbanism, with a view to appointment to relaunch and develop the Corfe Mullen Neighbourhood Plan.
Key Points:	<p>Council to meet with Planning Consultant face to face ahead of the Full Council meeting on 25 March 2025.</p> <p>Council has resolved to recruit a Project and Community Engagement Officer to support and work with a Planning Consultant to development a Neighbourhood Plan for Corfe Mullen. Interviews to be completed on 21 March 2025, with an update to be provided under the Staffing update. This role will be key to supporting the Planning Consultant and engaging within the community to ensure the Plan is fit for purpose.</p> <p>To commence the relaunch of the Plan, the Council needs to appoint a Planning Consultant. Lessons learnt from the previous Consultant are that they need to be local to understand the landscape of Corfe Mullen and able to work and support community volunteers (Steering Group) face to face.</p> <p>Collation of documentation from the Steering Group, to enable the Planning Consultant to understand the work already taken place to develop the Neighbourhood Plan is in progress and will be passed to the Consultant when complete.</p>
Implications:	<p>An external Planning Consultant is a must to provide professional support in developing a watertight Plan that is fit for purpose.</p> <p>Grant funding may cover some of the costs of the expenditure to develop the Neighbourhood Plan. The Council has earmarked reserves totalling £4074.78 to date, with a further £1000 allocated in the 2025/26 financial year budget to develop the Plan. Locality grant funding for the 2025/26 financial year has yet to be confirmed by the Government. However, further grant funding may be available.</p> <p>Consultation is essential with residents of the Parish involved and leading from the outset with support from members, the Clerk, Officers and a professional Planning Consultant.</p>

Recommendation:	To APPROVE appointment of Planning Consultant from Feria Urbanism to relaunch and develop the Corfe Mullen Neighbourhood Plan.
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CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025

Agenda Item: TC 24/371

Paper: F

Subject:	Request from Corfe Mullen Juniors Football Club
Prepared By:	Daryl Pearce, Deputy Town Clerk
Purpose of Report:	For members to consider request received from Corfe Mullen Juniors Football Club
Background:	<p>Corfe Mullen Juniors Football Club (CMJFC) currently have exclusive use of the Recreation Ground football pitches and Sports Pavilion for training on Saturday mornings free of charge with matches then taking place on Sundays, charged on a use of pitch basis.</p> <p>Currently, the volunteers who run the Club store equipment such as goals, nets, flags, cones, balls etc in Changing Room 4 of the Sports Pavilion free of charge.</p> <p>Each weekend the volunteers carry in a large bag, unpack and construct plastic samba goals on the pitches and then pack away after use.</p>
Key Points:	<p>A request has been made by CMJFC to store 4 solid goal frames 12x6, which fold flat but would still be full height and width, in the area by the Grounds Unit/Cricket nets at the Recreation Ground, when not in use by the Club. The goals would be used on mini 5v5 and 7v7 pitches.</p> <p>CMJFC has received grant funding (some from the Town Council) to purchase solid goal frames, without wheels, in line with previous feedback from the Town Council for fixed or solid frames without wheels to prevent unauthorised movement, misuse or damage to the ground when wheeling the goals across the pitches.</p> <p>The choice of goal frames would provide a durable and accessible option for the Club, negating the need to store goals in a large bag inside the Sports Pavilion.</p>
Implications:	<p>Storing goals outside at the Recreation Ground may pose a security risk, including potential vandalism or unauthorised use.</p> <p>Consideration should be given to securing the goals when not in use.</p> <p>Storage should not restrict access to the cricket nets by Corfe Mullen Cricket Club.</p> <p>Storage of goals by the Grounds Unit/Cricket nets at the Recreation Ground would be at the Clubs own risk. The Town Council would not be responsible for any loss or damage.</p>
Recommendation:	To Consider and Approve request from Corfe Mullen Juniors Foot Club to store 4 solid goal frames 12x6 by the Grounds Unit/Cricket nets at the Recreation Ground at the Clubs own risk.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025

Agenda Item: TC 24/372

Paper: G

Subject:	Upgrade Streetlighting to LED
Prepared By:	Daryl Pearce, Deputy Town Clerk
Purpose of Report:	To retrospectively approve Enerveo to upgrade streetlighting in Pine Road and Wayground Road to LED.
Background:	<p>The budget allocated in the 2024/25 financial year for streetlighting and furniture, was insufficient to cover upgrading all columns, which are the responsibility of the Town Council to LED lighting. Therefore, a phased approach was agreed.</p> <p>At the Full Council meeting held on 26 March 2024, it was RESOLVED to APPROVE a phased approach to updating the streetlighting to LED over two financial years 2024/25 and 2025/26, as follows:</p> <p>2024/25 Financial Year:</p> <ul style="list-style-type: none"> • To supply and install LED lantern and photocell to 2 columns on Pine Road and 1 on Wayground Road at a total cost £1893+VAT • To supply and install LED lantern and photocell to 2 columns at the Recreation Ground at a total cost £946.50+VAT <p>2025/26 Financial Year:</p> <ul style="list-style-type: none"> • To supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer service to 2 remaining columns on Pine Road and one on Wayground Road. Updated quotation to be obtained ahead of 2025/26 budget setting.
Key Points:	<p>As part of the budget setting for the 2025/2026 financial year, £7000 has been allocated to street furniture and lighting. This covers streetlighting repairs and maintenance, street furniture and energy costs.</p> <p>An updated quotation was received from Enerveo to carry out the following:</p> <ul style="list-style-type: none"> • To supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer service to 2 remaining columns on Pine Road and one on Wayground Road at a total cost of £3,740.91+VAT. <p>Due to timing to accept the quotation, in the absence of the Clerk, the Chair of the Council agreed to proceed to negate the risk of the quotation increasing whilst seeking the Clerks and/or the Council's approval. Council to retrospectively approve expenditure.</p>
Implications:	LED lights are energy efficient, longer lasting and emit less heat. LED uses up to 90% less energy than incandescent bulbs and last up to 40 times longer and offer high quality light output. Therefore, this should reduce the energy costs with less repairs and/or maintenance.

Recommendation:	To Retrospectively Approve Enevero to supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer service to 2 remaining columns on Pine Road and one on Wayground Road at a total cost of £3,740.91+VAT.
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CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025

Agenda Item: TC 24/273

Paper: H

Subject:	Community Coffee Mornings
Prepared By:	Daryl Pearce, Deputy Town Clerk
Purpose of Report:	To Agree How to Proceed with Community Coffee Mornings.
Background:	At the Full Council meeting held on 28 January 2025, it was RESOLVED to APPROVE to continue holding coffee mornings in the lounge area of the main hall in Village Hall on Mondays from 3 February 2025 until 24 March 2025 from 10am – 1pm.
Key Points:	<p>Attendance has been low. However, of those members of the public who have attended, some good conversations have taken place. 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"> • To continue with the current format of a community coffee morning, each Monday in the lounge area of the Village Hall from 10am-1pm. • To consider attending 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. • To host drop-in sessions in small office space in the Village Hall for Councillors to meet with members of the public to allow the lounge area to be hired out. Note: Office space used by the Post Office from 9-11am, Monday and Wednesday's.
Implications:	<p>2 Hours Room hire charges per week: Small Hall - £28, Small Office £13 and Lounge Area £23, 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> <p>Enquiry received from a local provider who provides life skills support to over 18's who would like to hire the main hall and lounge area from 9.30am-3pm monthly and/or bi-monthly on Monday's.</p>
Recommendation:	To Agree How to Proceed with Community Coffee Mornings



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025

Agenda Item: TC 24/374

Paper: I

Subject:	Usage of the Council’s Electronic Communications
Prepared By:	Daryl Pearce, Deputy Town Clerk
Purpose of Report:	For members to note statistics from the usage of the Council’s electronic communications.
Background:	<p>At the previous meeting held on 25 February 2025, the Council RESOLVED to APPROVE the updated Electronic Communications Policy to include social media channels, Facebook and Instagram.</p> <p>Social Media channels are used as a digital community noticeboard to keep Corfe Mullen residents up to date on Town Council and/or Dorset Council news.</p> <p>Request received from Cllr Andrew Joyce to understand statistics of social media channel presence.</p>
Key Points:	<p>Overview for the last 28 Days:</p> <p>Corfe Mullen Town Council Facebook Page</p> <ul style="list-style-type: none"> • Views (The number of times content including videos, posts, stories and ads were played or displayed) - 22,116 • Reach (This metric counts estimated reach of Facebook content, including posts and stories) - 3,294 • Content Interactions (The number of likes or reactions, saves, comments, shares and replies on content) - 476 • New Followers - 11 • Most Viewed Post - Christmas Tree Planting post - 1,030 views • Total Followers - 201 <p>Corfe Mullen Town Council Instagram Page (Established on 26/02/2025)</p> <ul style="list-style-type: none"> • Interactions on posts - 44 • Profile Interactions - 55 • Most viewed post: Spring Fair Poster - 17 Views • Most liked post: New Website Launch Post • Total Followers: 9 <p>New Corfe Mullen Town Council Website (Launched on 27/02/2025)</p> <p>Statistics to be collated and included in April 2025 report.</p> <p>Agenda item to become a standing agenda item for the Full Council meetings.</p>

Implications:	<p>Electronic communications should be used as a positive method to communicate with residents. Comments are switched off for all posts to negate negative feedback.</p> <p>Should members of the public wish to provide feedback on any of the Council's posts and/or work, they should do so through the Council's official method of communications via the Town Council website, email or visiting the Council Office.</p> <p>Statistics provide valuable insights that can help the Council make informed decisions as follows:</p> <ul style="list-style-type: none"> • Understanding Audience Behaviour • Content Performance Tracking • Improved Marketing Strategy • Improved Customer Interaction • Increased Council Awareness
Recommendation:	To Note update.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 March 2025



Agenda Item: TC 24/375

Paper: J

Subject:	To Consider Small Grants Programme Application
Prepared by	Rachel Virrill, Senior Administrator
Purpose of Report:	To consider small grants programme application received for Youth Services in Corfe Mullen.
Background:	During the 2024/25 financial year, the Town Council set aside a budget of £8,500 for the Small Grants Programme to support local organisations. Due to funds received back from Legs & Company due to the charity no longer running, there is a remaining balance of £3983.90 available funds which could be awarded, should the Town Council choose to.
Key Points:	<p>On 17 January 2025, the Town Council met as the sole trustees of Corfe Mullen Youth Trust who took the decision to temporarily pause the youth club services from 4 April 2025, whilst recruitment of a qualified Lead Youth Worker took place.</p> <p>Two of the current Youth Club volunteers are employees of St Nicholas Church, Corfe Mullen who have approached the Town Council to advise that they will be running a Youth Programme called ‘Youth at St Nic’s’ on Wednesday evenings starting from 23 April 2025 until 23 July 2025. The group will be non-religious, run from 7:30pm to 9pm for young people in Years 7 and 8 offering sports, crafts, gaming and tuck shop. This service will only be provided during the temporary closure of Corfe Mullen Youth Club.</p> <p>A small grant has been requested from the Town Council to cover the costs of renting the space at St Nicholas Church at a cost of £70.60 per week. Over the 14-week period, the total cost is £988.40.</p>
Implications:	<p>Small grants programme cost centre balance is £3983.90. Should members agree to award the full amount requested of £988.40, there would still be an underspend of £2995.50.</p> <p>Negative publicity to the Council by not supporting youth services during the youth club closure.</p> <p>Increased anti-social behaviour due to not providing youth services to keep young people occupied and provide positive role modelling.</p> <p>The Department for Levelling Up, Housing and Communities (DLUHC) supports a range of community-focused initiatives, including grants for churches, through various programs and funding streams. As part of the broader Levelling Up initiative, parish councils and local authorities may administer grants for community organisations, including churches, that serve the public. These funds can support youth services, community engagement, and local well-being which do not promote religious beliefs.</p> <p>Under the Council’s Small Grants Programme Policy, section 5e) The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village. By law, the Council cannot offer financial assistance to any political party.</p>
Recommendation:	To consider and APPROVE to award a small grant of £988.40 to be awarded to ‘Youth at St Nics’ to cover room hire costs at St Nicholas Church.