



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **CORFE MULLEN TOWN COUNCIL**
Time... **19:15**
Date... **Tuesday 25 February 2025**
Place... **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

Catherine Horsley
Town Clerk & RFO
19 February 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 24/338 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- 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)
- TC 24/340 Paper A – To Approve minutes of the Town Council meeting held on 28 January 2025** – LGA 1972, sch 12, para 41
- TC 24/341 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 24/342 Paper C - To Approve 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

TC 24/344	Paper E – To Approve Recommendations from the Community Services Committee
TC 24/345	Paper F – To Consider and Approve Updated Electronic Communications Policy
TC 24/346	Paper G – To Consider and Approve New Civic Protocol
TC 24/347	Verbal – To Note Update on launch of New Council Website – Clerk
TC 24/348	Paper H – To Consider and Approve Next Steps for Appointment of Neighbourhood Planning Consultant
TC 24/349	Paper I - To Consider Items for Approval a) Upgrade to Office Intruder Alarm b) Electric Vehicle Points
TC 24/350	Paper J – To Consider and Approve Request from Corfe Mullen Carnival Committee
TC 24/351	Paper K – To Receive and Note Internal Audit Interim Report covering the period 1 April 2024 to 31 December 2024
TC 24/352	Paper L – To Consider and Approve Accessibility Statement for the New Council website
TC 24/353	Paper M – To Consider and Approve Transparency Code
TC 24/354	Verbal – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites
TC 24/355	Verbal – To Note any updates from Representatives to Outside Bodies
TC 24/356	Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil
TC 24/357	Verbal – To Note Clerk’s Update
TC 24/358	Verbal – To Note Mayor’s Report
TC 24/359	Verbal – To Note Dorset Councillors Report
TC 24/360	Verbal – Matters for Forthcoming Agendas No decisions can be taken ¹
TC 24/361	Verbal – To Note Date of the next Annual Parish Meeting scheduled on 13 March 2025
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

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 28 January 2025 at 19:16 in the Small Hall of the Village Hall

Present:

Councillors

D Sowry-House (Chair)
A Craven
P Cuckston
S Florek
L Hardy
S Jefferies
A Joyce
J Lortie
P Neil
P Purvis

In Attendance:

Catherine Horsley (Town Clerk)
Daryl Pearce (Deputy Town Clerk) - Minute Taker
Sargent Payne, Local Neighbourhood Policing Team (agenda item TC 24/327 only)

TC 24/312 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs A and P Holland due to personal circumstances, Cllr Bonham who had a prior commitment and Cllr Papilio who was unwell.

TC 24/313 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

TC 24/314 Paper A – To Approve minutes of the Town Council meeting held on 7 January 2025 – LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 7 January 2025.

TC 24/315 Paper B – To Approve Accounts for Payment

Members raised the following queries:

- Line 940: How much did a new brushcutter cost in comparison to the annual service costs. The Deputy Clerk confirmed to purchase new, the cost would be considerably higher.
- Lines 926-927: What period did the invoices relate to. The Clerk confirmed line 926 covered the period 10 March 2024 – 7 October 2024 and line 927, the 8 October 2024 – 6 January 2025. It was noted the validation of invoices received from the Scouts against the meter readings had been carried out, with the Scouts changing energy provider to a more competitive rate per unit and standing charge.
- Line 924: The service costs appeared high. The Clerk confirmed this was the first service since purchasing the vehicle in February 2024, with the costs

approved by Full Council at their meeting held on 17 December 2024. The Deputy Clerk advised, some of the costs related to repairs and/or maintenance that were unknown at the time the vehicle was purchased.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £34,737.47.

TC 24/316 Paper C – To Approve Bank Reconciliation for December 2024

Members raised the following queries:

- Lines 783 & 785: Why were there two payment lines for Initio Learning Trust. The Clerk confirmed the Lockyers Hub rent was paid in two instalments during the financial year.
- Lines 291, 315, 316, and 317: Why were there multiple receipt lines for Corfe Mullen Lawn Tennis Club. The Clerk confirmed she had liaised with Scribe, the Councils accounting software provider to find a fix, due to converting sports bookings to invoices with a zero value.

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

TC 24/317 Paper D – To Note the Already Approved minutes of Committees:

- Finance & Administration Committee – 19 November 2024
- Planning & Highways Committee – 26 November 2024

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

TC 24/318 Paper E – To Approve Recommendations from the Finance & Administration Committee

The Clerk presented the report, noting the following comments:

- **Budget Monitoring Report for the quarter ended 31 December 2024:** Due to the timing of the Finance & Administration Committee, the budget monitoring report was not available. The Clerk reported there was a predicted underspend up to 31 December 2024, relating to employees' salaries, recreation costs, higher than anticipated bank interest, sports provision and pavilion lounge income. Increased expenditure was due in Quarter 4 2024/25 for outstanding exceptional and capital work item costs.

The Town Council was in a strong financial position up to 31 December 2024. However, the Council's general reserves were at the higher limit of the recommended amount to hold of between 3-6 months operating costs.

- **Draft Budget and Precept for the 2025/26 financial year:** Recommendation to Full Council to approve setting the Corfe Mullen Town Council annual budget for 2025/26 financial year at £699,663.00 and set the precept at £609,663.00, an increase of 8.15%, which would see a Band D property increasing from £138.64 to £149.94 per annum with £90,000 of general reserves used to reduce the deficit.

The Clerk advised at the previous Full Council meeting held on 7 January 2025 following the Finance & Administration Committee meeting, the Full Council approved the recommendation to set the Corfe Mullen Town Council annual budget for 2025/26 financial year at £699,663.00. However, the recommendation for setting the precept was not approved, with Full Council approving to set the precept at £619,525.59, an increase of 9.90%, which would see a Band D property

increasing from £138.64 to £152.37 per annum with £80,137.41 reserves to be used to reduce the deficit.

It was **RESOLVED** to **APPROVE** the recommendations from the Finance & Administration Committee

TC 24/319 Verbal – To Note Update on Redesign of Town Council Website

The Clerk provided an update as follows:

- New website was scheduled to go live on 27 February 2025.
- Staff training scheduled on 5 February 2025.
- 30 days' notice period provided to the current website provider.
- First year costs £2977.60+VAT including redesign and annual subscription, content transfer, 10-year data download, quarterly compliance scan, e-form module and planning portal.
- Second year/annual costs £748+VAT including annual subscription, quarterly compliance scan, e-form module and planning portal.

It was noted the launch of the new website should be promoted on the Council's social media.

The update was **NOTED**.

TC 24/320 Paper F - To Consider Items for Approval

The Clerk presented the report, with members discussing and voting on each item in turn. Members comments were noted as follows:

- **Purchasing of Replacement Civic Regalia:** All options for the Mayors Consort pendant, Past Mayors pendant and bespoke title badges were considered against the importance of civic pride and legacy of the Town Council along with expenditure within the allocated budget for civic regalia of £2500. The Clerk confirmed, should members agree to proceed with replacing civic regalia, a wearing of civic regalia protocol to be drafted.
- **Installation of Tarmac Entrance to the Allotment Site:** It was felt the quotation did not provide value for money to taxpayers and therefore it was agreed not to proceed, albeit potholes and uneven surfacing at the entrance to the site to be infilled with hoggins at the same time as the car parks and driveway later in the year.

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

- a) **Purchasing of Trailer Accessories:** purchase and installation of 4ft ramp tailgate and WG84 mesh side kit at a total cost of £700+VAT.
- b) **Purchasing of Replacement Civic Regalia:** Mayors Pendant - £1746.04+VAT, Mayors Consort Pendant (option 1 – plain bar) - £1085.80+VAT and Bespoke Title Badges for the Deputy Mayor & Consort and Past Mayor - £287.19+VAT. Total cost of £3119.03+VAT.
- c) **Installation of Tarmac Entrance to the Allotment Site:** Not proceeded with.
- d) **Upgrade of Telecommunications:** Option 1, Newburgh Networks Ltd for 12 months to upgrade the Council Office including the Village Hall and Grounds Unit phones/broadband at a total cost of £4732+VAT in readiness for the digital switchover in Dorset during 2025.
- e) **Servicing of Ride on Mower:** Christchurch Garden Machinery to carry out annual servicing of both ride on mowers at a total estimated cost: £1000+VAT.
- f) **Repairs to Gator Vehicle following Annual Service:** Hunt Forest Group to carry out repairs at a total cost: £1746.30+VAT.

- g) **Purchasing and installation of fencing around the Christmas Tree at Windgreen:** Option 1, Dorset Fencing Centre to supply materials for the Grounds Team to install a half round rail fence with wire mesh at a total cost of £173.37+VAT.
- h) **Purchasing of Folding Tables for the Sports Pavilion Lounge:** Purchase 6 large beech folding tables (1520mm x 760mm) at a total cost of £907.08+VAT.

TC 24/321 Paper G – To Consider and Approve Flag Flying Policy

The Clerk presented the report, noting the recommendation to fly the Union Flag as the default flag and to seek approval to purchase flags and training of staff members responsible for flying flags due to working at height.

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

- Adopt Flag Flying Policy.
- Purchasing of the Union Flag, St George Flag, Commonwealth Flag and the Dorset Flag at a total cost of £187.46+VAT.
- Working at height & safe use of ladders training at a total cost of £605+VAT.

TC 24/322 Paper H – To Consider and Approve use of electronic communication – Instagram

The Clerk presented the report, noting should members approve use of electronic communication Instagram, the Electronic Communications Policy would need to be updated.

It was **RESOLVED** to **APPROVE** establishing a Town Council Instagram profile as a method of electronic communications.

TC 24/323 Paper I – To Consider Ministry of Housing, Communities and Local Government (MHCLG) Consultation on Standards in Public Life and Conduct

The Clerk presented the report, noting Town and Parish Councils as well as individual members were encouraged to respond to the consultation.

It was **RESOLVED** to **APPROVE** for the Clerk to respond to the Ministry of Housing, Communities and Local Government Consultation on Standards in Public Life and Conduct on behalf of the Town Council with members making a representation should they wish.

TC 24/324 Paper J – To Consider the Town Council having a Stall at Corfe Mullen Carnival in June 2025

The Clerk presented the report, noting the opportunity for community engagement and a presence at Corfe Mullen Carnival to promote the work of the Council including upcoming projects relating to the relaunch of the Neighbourhood Plan and public consultation for the redevelopment of the Sports Pavilion and Recreation Ground.

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

- Apply for a stall at Corfe Mullen Carnival at a total cost of circa £15-£30, dependant on stall category applicable to the Council.
- To purchase option 1, heavy duty gazebo at a total cost of £364.00 inc VAT.

TC 24/325 Paper K – To Consider Request from Corfe Mullen Carnival Committee

The Clerk presented the report, noting similar requests from Corfe Mullen Cricket Club and Corfe Mullen Juniors Football Club were previously approved and consideration of regular sports hirers of the Sports Pavilion at the weekends. Members felt it was important to prioritise regular sports users.

It was **RESOLVED** to **APPROVE** in principle, the request from Corfe Mullen Carnival Committee to hold their 'thank you' event at Corfe Mullen Recreation Ground subject to liaison with the regular sports hirers, namely Corfe Mullen Cricket Club and Corfe Mullen Lawn Tennis Club on Sunday 20 July 2025 during the afternoon, exact times to be confirmed, usage of Sports Pavilion lounge and prep area, at the usual room hire rate of £15.50 per hour with a refundable damage deposit of £250.00.

TC 24/326 Paper L – To Consider Request from Local Artist to exhibit 'For King And Country Portrait Project' in the Village Hall to commemorate the 80th Anniversary of the end of World War II

The Clerk presented the report, noting the local artist would like to hold an art exhibition to bring the community together to commemorate the 80th Anniversary of the end of World War II in the main hall of Corfe Mullen Village Hall free of charge and was seeking members approval to proceed.

The Clerk also noted, the Council had allocated £500 in the 2024/25 financial year budget to commemorate the 80th Anniversary of the end of World War II, which could be utilised to cover associated costs for the art exhibition.

It was **RESOLVED** to **APPROVE** in principle, to hold an art exhibition in the main hall of Corfe Mullen Village Hall and for the Clerk to liaise with the local artist, Nel Brook to obtain further information on the exact requirements.

TC 24/327 Paper M – To Agree How to Proceed with Councillor Coffee Meetings

The Clerk presented the report, noting the Council's commitment to community engagement and to seek members approval on how to proceed with Councillor coffee mornings from February 2025. It was also noted the lounge in the main hall of the Village Hall was the preferred venue, as it had better visibility; however, the Clerk informed members it was only available for hire on Monday mornings between the hours of 9am-2pm.

Members highlighted the importance of hosting community events for residents, particularly those seeking companionship to combat loneliness and/or a warm space and felt promotion should be of coffee mornings, rather than Councillor coffee mornings, albeit members would be in attendance on a rota basis. Invites to be sent to local community organisations to also be involved.

It was **RESOLVED** to **APPROVE** to continue holding coffee mornings in the lounge area of the main hall in Village Hall on from 3 February 2025 until 24 March 2025 from 10am – 1pm.

The Chair welcomed Sargent Payne to the meeting to provide an update on his teams work within the community.

TC 24/328 Paper N – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites

Sargent Payne reported the Local Neighbourhood Policing Team had been working with Dorset Council, both Co-op's and Windgreen Service Station relating to anti-

social behaviour and criminal offences in Corfe Mullen. As a result, two offenders were being dealt with through the community consequences scheme along with several well being letters sent to parents.

CCTV located on Wareham Road adjacent to Corfe Mullen library continues to be monitored, due to youths congregating outside the library and causing criminal damage.

Team continues to attend sites where possible, where youths congregate including the Cemeteries and Recreation Ground.

Finally, a pop-up event was scheduled on Saturday 1 March 2025 in conjunction with Corfe Mullen Homewatch outside the Towers Way Co-op between 12-2pm to provide advice relating to vehicle theft, tool marking and shed security.

The Chair thanked Sargent Payne for the update.

The Clerk provided an update on the recent criminal damage to the Recreation Ground public toilets and subsequent closure due to damage caused to the external doors and locking mechanism. It was noted the Deputy Clerk was obtaining quotations for replacement doors to be presented at the next Community Services Committee meeting scheduled on 11 February 2025.

The verbal update was **NOTED**.

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

TC 24/329 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. Cllr Neil noted the hedgerow adjacent to the site visible from Wareham Road had been severely cut-back and no longer shielded the site.

Cllr Jefferies attended a food resilience webinar on 27 January 2025, which was very interesting.

Cllr Florek attended a quarterly Dorset Council library update, whereby the Head of Dorset Council libraries was leaving, with no replacement in post. There were no current plans to cut the 18 hours library services in Corfe Mullen. It was noted, the library was offering free digital help to residents on Thursdays between 10am – 1pm, with free loan iPads.

The verbal update was **NOTED**.

TC 24/330 Verbal - To Note the update from the Climate Change Working Party

Cllr Neil advised the decreased members of the Climate Change Working Party were continuing to monitor sustainability of planning applications in Corfe Mullen.

The verbal update was **NOTED**.

TC 24/331 Paper O – To Note Update from Joint Working Party with Wimborne Minster Town Council

Cllr Purvis provided an update on the actions from the previous meeting held on 14 November 2024 and the most recent meeting held on 9 January 2025, whereby Cllr Wheeler of Wimborne Minster Town Council had drafted the document - Corfe

Mullen/Wimborne Minster route proposition for review and support of both Corfe Mullen and Wimborne Minster Town Councils to circulate to key stakeholders, local MP Vikki Slade, Historic England and the Environment Agency.

It was noted, Cllr Papilio had raised concerns with the vulnerability of wheelchair users when accessing the A31 Lake Gates Roundabout and crossing Julians Bridge. Cllr Purvis agreed to follow up at the next joint working party.

The update was **NOTED**.

It was **RESOLVED** to **SUPPORT** the Corfe Mullen/Wimborne Minster route proposition document to circulate to key stakeholders, local MP Vikki Slade, Historic England and the Environment Agency.

TC 24/332 Verbal – To Note Clerk’s Update

The Clerk provided the following update:

- Dorset Police & Crime Commissioner survey was open to seek the views of Dorset residents relating to the precept level for the 2025/26 financial year.
- Town Council as Sole Trustee of Corfe Mullen Sports Association meeting to be scheduled, date to be confirmed.
- Pony Espresso had ended their agreement to provide mobile refreshments at Corfe Mullen Recreation Ground on Saturdays with effect from 11 January 2025, due to be commercially unviable.
- Dorset Wildlife Trust had confirmed they would not be updating and/or installing replacement signs at Springdale Open Space as discussed at the Full Council meeting held on 24 November 2024.
- Concerns raised relating to the continued work of the Growing Compassionate Communities Charity for the benefit of Corfe Mullen residents.
- Community Fit & Fun Project due to commence on Wednesday 29 January 2025 in the Village Hall from 4.30-7pm.
- Unspent small grant awarded to Legs and Co totalling £3170 to be returned.
- Internal Auditor due on site on 5 February 2025.
- Advert for the role of Lead Youth Worker was live on the Town Council and Dorset Council websites along with Indeed.
- Abandoned vehicle at the Recreation Ground car park was being dealt with working alongside Dorset Council.

The update was **NOTED**.

TC 24/333 Verbal – To Note Mayor’s Report

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/334.

TC 24/334 Verbal – To Note Dorset Councillor Report

Cllrs Sowry-House and Florek provided the following update:

- Attended Dorset Council Strategic & Technical Planning Committee whereby discussion took place relating to the Battery Energy Storage Systems (BESS) at Chickerell.
- Attended Eastern Area Planning Committee, with no applications for discussion within Corfe Mullen, however, the quality of representations from Town and Parish Councils was discussed.

- Huge amount of case work, particularly flooding issues in and around the Waterloo Valley. Dorset Council IT were investigating options for managing case work via an app, due to the high level of cases in progress.
- Cllr Sowry-House to act of Vice Chair at the next Full Dorset Council meeting scheduled on 11 February 2025.
- Beryl Bikes would remain in Corfe Mullen.

The update was **NOTED**.

TC 24/335 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

TC 24/336 To Agree a date and time for the next meeting – Tuesday 25 February 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 24/337 Close of meeting at 21:55.

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

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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)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/342

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 January 2025.

Corfe Mullen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2025		
	Cash in Hand 01/04/2024		590,612.10
	ADD Receipts 01/04/2024 - 31/01/2025		646,767.97
	SUBTRACT Payments 01/04/2024 - 31/01/2025		1,237,380.07
			453,636.88
	Cash in Hand 31/01/2025 (per Cash Book)		783,743.19
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Cooperative Current Account 31/01/2025	21,913.44	
	Public Sector Deposit Fund 31/01/2025	763,855.34	
			785,768.78
	Less unrepresented payments		2,025.59
			783,743.19
	Plus unrepresented receipts		
	Adjusted Bank Balance		783,743.19
	A = B Checks out OK		

Corfe Mullen Town Council

19 February 2025 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
794	Rates	02/01/2025	TC 24/183	Cooperative Current	DD	Rates	Dorset Council	Z	432.00		432.00
869	Pavilion - Utilities	02/01/2025	FA 24/56	Cooperative Current	DD	Gas Usage	British Gas	L	382.41	19.12	401.53
793	Rates & Utilities	02/01/2025	TC 24/183	Cooperative Current	DD	Rates	Dorset Council	Z	227.00		227.00
874	Bank Charges	03/01/2025	FA 24/56	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
868	Utilities	06/01/2025	FA 24/56	Cooperative Current	DD	Electricity Usage	British Gas	S	327.01	65.40	392.41
883	Cleaning Materials & Supplies	08/01/2025	FA 24/56	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	9.20	1.84	11.04
884	Cleaning Materials & Supplies	08/01/2025	FA 24/56	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	8.90	1.78	10.68
886	Security (Alarm & CCTV)	08/01/2025	FA 24/56	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	210.00	42.00	252.00
881	Meeting Room Hire	08/01/2025	FA 24/56	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	117.00		117.00
893	Office IT & Software	08/01/2025	FA 24/56	Cooperative Current	IB	Annual Subscription	Vision ICT	S	240.00	48.00	288.00
932	Staff Training	08/01/2025	FA 24/56	Cooperative Current	IB	Training	Sampson Training	S	3,190.00	638.00	3,828.00
862	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	71.51	14.30	85.81
862	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	97.22	4.86	102.08
863	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	69.19	13.84	83.03
863	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	104.19	5.21	109.40
864	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	69.19	13.84	83.03
864	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	103.93	5.20	109.13
865	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	71.51	14.30	85.81
865	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	100.81	5.04	105.85
875	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	71.51	14.30	85.81
875	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	104.19	5.21	109.40
876	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	69.19	13.84	83.03
876	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	100.81	5.04	105.85
877	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	71.51	14.30	85.81
877	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	104.19	5.21	109.40
878	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	S	69.19	13.84	83.03
878	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	104.19	5.21	109.40
879	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	100.81	5.04	105.85
880	Street Lighting and Furniture	08/01/2025		Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	205.01	10.25	215.26
866	VH Reimbursement	08/01/2025	FA 24/56	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	31.19		31.19
920	Chairman's Allowance	10/01/2025	TC 24/315	Cooperative Current	Card	Community Engagement	Co-op Food Store	Z	1.35		1.35
919	Cleaning Materials & Supplies	13/01/2025	TC 24/315	Cooperative Current	Card	Materials & Supplies	Brewers Decorators Centre	Z	57.79		57.79
892	Vehicle Fuel	13/01/2025	FA 24/56	Cooperative Current	DD	Fuel	UK Fuels Limited	S	30.16	6.03	36.19
892	Equipment Fuel	13/01/2025	FA 24/56	Cooperative Current	DD	Fuel	UK Fuels Limited	S	8.03	1.61	9.64

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
736	Contractor Costs	14/01/2025	FA 24/56	Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch	S	2,111.40	422.28	2,533.68
870	Chairman's Allowance	14/01/2025	FA 24/56	Cooperative Current	IB	Community Engagement	Corfe Mullen Village Hall	Z	140.00		140.00
889	Office IT & Software	14/01/2025	FA 24/56	Cooperative Current	DD	Monthly Subscription	Newburgh Networks Limited	S	160.00	32.00	192.00
890	Office IT & Software	14/01/2025	FA 24/56	Cooperative Current	DD	IT Support	Newburgh Networks Limited	S	125.00	25.00	150.00
823	Pavilion - Maintenance	14/01/2025	FA 24/56	Cooperative Current	IB	Maintenance	Holland Gas Services Bourr	S	221.85	44.37	266.22
859	Plant Maintenance	14/01/2025	FA 24/56	Cooperative Current	IB	Maintenance	Longham Garden Machinery	S	65.00	13.00	78.00
860	Repairs and Maintenance	14/01/2025	FA 24/56	Cooperative Current	IB	Maintenance	Haven Memorials	Z	668.40		668.40
861	Repairs and Maintenance	14/01/2025	FA 24/56	Cooperative Current	IB	Maintenance	Treestuff Ltd	S	149.00	29.80	178.80
933	Recreation/Sports Facility Main	14/01/2025	FA 24/56	Cooperative Current	IB	Gully Cleansing	Maintain UK Drains Limited	S	768.40	153.68	922.08
867	VH Reimbursement	14/01/2025	FA 24/56	Cooperative Current	IB	CMVH Items	Arco Ltd.	Z	47.46		47.46
901	VH Reimbursement	14/01/2025		Cooperative Current	IB	CMVH Items	Waterplus	Z	-85.05		-85.05
902	VH Reimbursement	14/01/2025		Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	-31.19		-31.19
903	VH Reimbursement	14/01/2025		Cooperative Current	IB	CMVH Items	Arco Ltd.	Z	-47.46		-47.46
897	Utilities	15/01/2025	FA 24/56	Cooperative Current	DD	Water Usage	Waterplus	Z	28.35		28.35
898	Pavilion - Utilities	15/01/2025	FA 24/56	Cooperative Current	DD	Water Usage	Waterplus	Z	227.69		227.69
899	Pavilion - Utilities	15/01/2025	FA 24/56	Cooperative Current	DD	Water Usage	Waterplus	Z	60.73		60.73
895	Rates & Utilities	15/01/2025	FA 24/56	Cooperative Current	DD	Water Usage	Waterplus	Z	8.51		8.51
896	Rates & Utilities	15/01/2025	FA 24/56	Cooperative Current	DD	Water Usage	Waterplus	Z	8.82		8.82
894	Water	15/01/2025		Cooperative Current	DD	Water Usage	Waterplus	Z	-12.04		-12.04
921	Health & Safety Services	15/01/2025	TC 24/315	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A People	S	99.95	19.99	119.94
897	VH Reimbursement	15/01/2025	FA 24/56	Cooperative Current	DD	Water Usage	Waterplus	Z	85.05		85.05
885	Telephone/Internet	18/01/2025	FA 24/56	Cooperative Current	DD	Monthly Subscription	Buzz Networks Ltd.	S	39.88	7.98	47.86
887	Employment Services	20/01/2025	FA 24/56	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
913	Waste & Recycling	20/01/2025	TC 24/315	Cooperative Current	DD	Waste Collection	Dorset Council	Z	401.45		401.45
926	Utilities	20/01/2025	TC 24/315	Cooperative Current	IB	Electricity Usage	2nd Corfe Mullen Scouts	Z	843.75		843.75
927	Utilities	20/01/2025	TC 24/315	Cooperative Current	IB	Electricity Usage	2nd Corfe Mullen Scouts	Z	668.09		668.09
913	Office - Waste Collection	20/01/2025	TC 24/315	Cooperative Current	DD	Waste Collection	Dorset Council	Z	31.16		31.16
913	Pavilion - Waste	20/01/2025	TC 24/315	Cooperative Current	DD	Waste Collection	Dorset Council	Z	66.34		66.34
912	Printing/Postage/Stationery	21/01/2025	TC 24/315	Cooperative Current	DD	Printing	Deos Group.co.uk Limited	S	209.13	41.83	250.96
909	Telephone/Internet	23/01/2025	TC 24/315	Cooperative Current	DD	Phone Lines & Broadband	British Telecom plc	S	182.77	36.55	219.32
909	Telephone/Broadband/Mobiles	23/01/2025	TC 24/315	Cooperative Current	DD	Phone Lines & Broadband	British Telecom plc	S	182.76	36.56	219.32
819	Telephone/Broadband/Mobiles	24/01/2025	CS 24/41	Cooperative Current	DD	Mobile Costs	EE	S	9.49	1.90	11.39
928	Salaries	24/01/2025	TC 24/315	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	12,916.88		12,916.88
930	PAYE	24/01/2025	TC 24/315	Cooperative Current	IB	PAYE	HMRC	Z	1,581.00		1,581.00
931	National Insurance	24/01/2025	TC 24/315	Cooperative Current	IB	NIC	HMRC	Z	2,197.58		2,197.58

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
929	Pension	24/01/2025	TC 24/315	Cooperative Current	IB	Pension Contributions	DCPF	Z	4,558.11		4,558.11
845	Ground Staff Building (premise	25/01/2025	TC 24/183	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.70	3.74	22.44
959	Health & Safety Services	27/01/2025	CS 24/41	Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
910	Ground Staff Building (premise	29/01/2025	TC 24/315	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	107.50	21.50	129.00
910	Public Toilets	29/01/2025	TC 24/315	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	372.00	74.40	446.40
907	Cleaning Materials & Supplies	29/01/2025	TC 24/315	Cooperative Current	Card	Materials & Supplies	Bolts.co.uk	S	9.07	1.81	10.88
904	Cleaning Materials & Supplies	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	7.48	1.50	8.98
905	Cleaning Materials & Supplies	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	32.36	6.47	38.83
906	Publications and Subscriptions	29/01/2025	TC 24/315	Cooperative Current	IB	Annual Subscription	Amazon Payments UK Ltd.	S	95.00	19.00	114.00
905	Printing/Postage/Stationery	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	19.57	3.92	23.49
908	Utilities	29/01/2025	TC 24/315	Cooperative Current	DD	Electricity Usage	British Gas	S	337.56	67.51	405.07
910	Pavilion - Cleaning & Supplies	29/01/2025	TC 24/315	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	559.00	111.80	670.80
916	Cleaning Materials & Supplies	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	124.80	24.96	149.76
942	Security (Alarm & CCTV)	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Unique Fire & Security Ltd.	S	60.00	12.00	72.00
915	Tools & Equipment	29/01/2025	TC 24/315	Cooperative Current	IB	Equipment	Landscape Supply Compan	S	18.98	3.80	22.78
916	Tools & Equipment	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	47.90	9.58	57.48
925	Contractor Costs	29/01/2025	TC 24/315	Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch	S	1,018.00	203.60	1,221.60
934	Play Areas	29/01/2025	TC 24/315	Cooperative Current	IB	Equipment	Sutcliffe Play South West	S	144.05	28.81	172.86
941	Staff Training	29/01/2025	TC 24/315	Cooperative Current	IB	Training	SLCC Enterprises Ltd	S	120.00	24.00	144.00
917	Office IT & Software	29/01/2025	TC 24/315	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
937	Recreation/Sports Facility Main	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Treestuff Ltd	S	214.00	42.80	256.80
918	Pavilion - Health & Safety	29/01/2025	TC 24/315	Cooperative Current	IB	Fire Safety	Morgan Fire Protection Lim	S	98.30	19.66	117.96
936	Pavilion - Maintenance	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	D&B Mechanical Ltd	S	159.46	31.89	191.35
943	Fire and Security	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Unique Fire & Security Ltd.	S	70.00	14.00	84.00
914	Office Cleaning (inc Windows)	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing i	S	9.95	1.99	11.94
924	Vehicle Maintenance	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Hunt Forest Group Ltd (Bla	S	1,006.04	201.21	1,207.25
940	Plant Maintenance	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Longham Garden Machiner	S	136.92	27.38	164.30
939	Street Lighting and Furniture	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Enerveo Limited	S	80.83	16.17	97.00
905	VH Reimbursement	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	Z	8.74		8.74
914	VH Reimbursement	29/01/2025	TC 24/315	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing i	Z	11.94		11.94
911	VH Reimbursement	29/01/2025	TC 24/315	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	340.69		340.69
922	VH Reimbursement	29/01/2025	TC 24/315	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	219.59		219.59
948	VH Reimbursement	29/01/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-8.74		-8.74
949	VH Reimbursement	29/01/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-340.69		-340.69
950	VH Reimbursement	29/01/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-11.94		-11.94

Corfe Mullen Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
951	VH Reimbursement	29/01/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-219.59		-219.59
937	Tree Survey Remedial Actions	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Treestuff Ltd	S	986.00	197.20	1,183.20
938	Tree Survey Remedial Actions	29/01/2025	TC 24/315	Cooperative Current	IB	Maintenance	Treestuff Ltd	S	1,764.00	352.80	2,116.80
Total									43,614.64	3,449.97	47,064.61

19 February 2025 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
324	Pitch Fees	03/01/2025		Cooperative Current		Pitch Fees	Southside Vipers	Z	78.00		78.00
359	Bank Interest	03/01/2025		Public Sector Depos	IB	Bank Interest	PSDF	Z	3,209.24		3,209.24
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	24.00		24.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	24.00		24.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	24.00		24.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
323	Pitch Fees	04/01/2025		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
322	Pitch Fees	05/01/2025		Cooperative Current		Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
322	Pitch Fees	05/01/2025		Cooperative Current		Pitch Fees	Poole Town FC Wessex	Z	72.00		72.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
327	Pavilion Lounge Hire	06/01/2025		Cooperative Current		Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
329	Allotment Rents	07/01/2025		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	2.88		2.88
330	Pitch Fees	07/01/2025		Cooperative Current	IB	Pitch Fees	Wimborne Magpies U14s g	Z	54.00		54.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
328	Refundable Damage Deposits	07/01/2025		Cooperative Current	IB	Refundable Damage Deposit	Pony Espresso	Z	-100.00		-100.00
333	Cemetery Fees	09/01/2025		Cooperative Current	IB	Cemetery Fees	Excalibur	Z	2.00		2.00
334	Cemetery Fees	09/01/2025		Cooperative Current	IB	Cemetery Fees	Excalibur	Z	-2.00		-2.00
331	Allotment Rents	09/01/2025		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	-2.88		-2.88
332	Allotment Rents	09/01/2025		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	4.93		4.93
325	Tennis Court Fees	13/01/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
325	Tennis Court Fees	13/01/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
325	Tennis Court Fees	13/01/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
325	Tennis Court Fees	13/01/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
325	Tennis Court Fees	13/01/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
325	Tennis Court Fees	13/01/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
325	Tennis Court Fees	13/01/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
335	Cemetery Fees	14/01/2025		Cooperative Current	IB	Burial Fees	Member of Public	Z	319.00		319.00
336	Staff Training	15/01/2025		Cooperative Current		Training	Wimborne Minster Town C	Z			
337	Staff Training	15/01/2025		Cooperative Current		Training	Wimborne Minster Town C	Z			
338	Tennis Court Fees	16/01/2025		Cooperative Current	IB	Tennis Court Fees	Clare Wong	Z	7.50		7.50
339	Pavilion Lounge Hire	16/01/2025		Cooperative Current		Lounge Hire Fees	Corfe Mullen Lawn Tennis C	Z			
341	Pitch Fees	17/01/2025		Cooperative Current		Pitch Fees	Lucy Sharp	Z	54.00		54.00
342	Allotment Rents	20/01/2025		Cooperative Current	IB	Allotment Rent	Allotment Holders	Z	2.88		2.88
343	Pitch Fees	21/01/2025		Cooperative Current		Pitch Fees	Wimborne Town U14 Girls	Z	54.00		54.00
344	Tennis Court Fees	23/01/2025		Cooperative Current	IB	Tennis Court Fees	Clare Wong	Z	7.50		7.50
345	Cemetery Fees	28/01/2025		Cooperative Current	IB	Cemetery Fees	Member of Public	Z	934.00		934.00
346	Tennis Court Fees	28/01/2025		Cooperative Current		Tennis Court Fees	Corfe Mullen Junior Tennis	Z	135.00		135.00
347	Tennis Court Fees	29/01/2025		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis C	Z			
348	Tennis Court Fees	29/01/2025		Cooperative Current		Tennis Court Fees	Corfe Mullen Lawn Tennis C	Z			
350	Tennis Court Fees	29/01/2025		Cooperative Current	IB	Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
350	Tennis Court Fees	29/01/2025		Cooperative Current	IB	Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
349	Pitch Fees	30/01/2025		Cooperative Current	IB	Pitch Fees	Poole Town FC Wessex	Z	54.00		54.00
351	Pitch Fees	30/01/2025		Cooperative Current	IB	Pitch Fees	Wimborne Magpies U14s g	Z	54.00		54.00
357	Pitch Fees	30/01/2025		Cooperative Current		Pitch Fees	Canford United FC (Home	Z	78.00		78.00
357	Pitch Fees	30/01/2025		Cooperative Current		Pitch Fees	Canford United FC (Home	Z	78.00		78.00
355	Pitch Fees	31/01/2025		Cooperative Current		Pitch Fees	Lytchett Matravers FC	Z	108.00		108.00
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	7.50		7.50
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	7.50		7.50
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	7.50		7.50
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
356	Tennis Court Fees	31/01/2025		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
Total									7,352.30		7,352.30



**Minutes of the Community Services Committee held on Tuesday 12 November 2024
at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen**

Present:

Councillors

A Craven (Chair)
P Cuckston
P Holland
S Jefferies
A Joyce
J Lortie
V Papilio
D Sowry-House

In Attendance:

Catherine Horsley (Town Clerk & RFO)
Daryl Pearce (Deputy Town Clerk) - minute taker

Public Participation

There was one member of the public present, who did not wish to speak.

CS 24/27 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

CS 24/28 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.

CS 24/29 Paper A - To Approve minutes of meeting held on 13 August 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 13 August 2024 were **APPROVED**.

CS 24/30 Paper B - To Approve Accounts for Payment

Cllr Craven raised the following query:

Line 719: What period did the costs relate to as they appeared high. The Clerk confirmed the costs related predominately to the standing charge for the electricity at the Old Cemetery Chapel from 1 June to 20 August 2024. The Clerk noted the ongoing billing issues with SSE, which were being followed up with the Ombudsman.

Cllr Jefferies queried some of the generous amounts awarded for small grants programme. Cllr Lortie, as Chair of the Finance & Administration Committee explained the process followed and how the amounts awarded were reached.

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £19,234.23.

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

- Quotation obtained from contractor who cleared gullies on all Town Council sites last year, at a total of £768.40+VAT.
- Repetitive damage to the lock mechanism at the Recreation Ground public toilets. Replacement lock was damaged within 48 hours of being installed. Another lock is on order.
- Hedge cutting at the Recreation Ground in progress.
- Contractor due to carry out works to the pit area and vegetation surrounding the County field later in the week.
- Sutcliffe play contractors onsite week commencing 9 December 2024, to reseal the jungle mulch surface at Henbury View Play Area, due to complaints received from users relating to black staining from the current surface.
- Tick and adder signs at Springdale Road Open Space had been vandalised and removed for the second time. Members to decide if these signs should be replaced.
- Letter received from Dorset Council relating to inspection of the bus route along Springdale Road had identified low-hanging branches and tree limbs that could obstruct a double decker bus. Quotes being obtained to carry out tree works.

Members comments were noted as follows:

- Continual anti-social behaviours and vandalism across Town Council sites.
- Henbury View Play Area gates to be painted yellow, weather permitting.
- Dorset Wildlife Trust (DWT) should be responsible for replacement tick and adder signage, as a result of extension of Site of Special Scientific Interest (SSSI) status.
- Responsibility of streetlighting on unadopted Pine and Wayground Roads, due to a long-standing arrangement, dating back 30+ years.
- Next steps for public consultation of the Sports Pavilion and Recreation Ground redevelopment project.
- Road splay on Broadmoor Road adjacent to the Allotment site to be cut back to ensure visibility when exiting the site.

The update was **NOTED**

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

- Gully cleaning on all Town Council sites at a total cost of £768.40+VAT with any additional removal of waste charged at £95.00+VAT per tonne.
- To proceed with obtaining tree works quotes for the Community Orchard, outside Sports Pavilion (cricket side), Grounds Unit Compound and Springdale Road Open Space.
- To proceed with the Woodland Trust native tree application for further sapling donations.
- To advise Dorset Wildlife Trust relating to replacement tick and adder signage at Springdale Road Open Space.
- Clerk to review archive documentation relating to Town Councils responsibility of streetlighting on Pine and Wayground Road.
- Public consultation of the Sports Pavilion and Recreation Ground to commence in the new year with key stakeholders split into smaller groups.

CS 24/32 Paper D - To Note Update on the Allotments

The report was **NOTED**.

CS 24/33 Paper E – To Note Update on the Cemeteries

The Deputy Clerk presented the report, noting the Old Cemetery driveway banking had been levelled with grass seed now taking.

Members thanked the grounds team for their work in preparation for the Remembrance Sunday events held at the Old Cemetery.

The update was **NOTED**.

CS 24/34 Paper F – To Note Highways Update

Members discussed the various locations for highway improvements, measures to promote change in behaviours and how a co-ordinated cost-effective approach, should be taken when progressing with Dorset Council Highways.

The update was **NOTED**.

CS 24/35 Matters for forthcoming agendas No decisions can be taken¹

No items were noted.

CS 24/36 To Agree a date and time for the next meeting – Meeting to be held on Tuesday 11 February 2025 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

CS 24/37 Close of Meeting at 19:35.

Signed as a correct record of the meeting  Date 11/2/25

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 17 December 2024 at 18:30 in the small hall of the Village Hall**

Present:

Councillors

A Holland (Chair)
P Cuckston
J Bonham
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 8 members of the public present, who did not wish to speak. However, the Clerk read out representations from two residents who lived on Roman Road and one resident in Caesars Way, noting their objections to the proposed development.

PC 24/164 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Hardy and Neil who both had prior work commitments.

PC 24/165 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 24/166 Paper A - To Approve minutes of meeting held on 26 November 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 26 November 2024.

PC 24/167 Paper B – To Note Planning Decisions Report – decisions between 20 November 2024 – 11 December 2024

The planning decisions report was **NOTED**.

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

PC 24/168 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:

Application No: P/HOU/2024/06430
Location: 24 Insley Crescent Corfe Mullen BH18 9EA
Proposal: Erect rear conservatory. Demolish existing garage and erect new detached double garage
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409864>

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

Application No: P/FUL/2024/06885
Location: 1 Caesars Way Corfe Mullen BH18 9DP
Proposal: Partial demolition of the existing dwelling house, erection of an attached garage to the western elevation of the existing property, formation of new vehicular access for the existing property and erection of a detached dwelling house with associated access, landscaping and amenity space.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=410397>

Members noted the previous applications for this location and the Town Council's most recent objection in 2022. Members felt the application was not dissimilar to the previous application, therefore objected on the same basis.

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

Members felt the completed Dorset Council sustainability statement and checklist was non-committal as it did not provide sufficient detail committing to climate change adaptation measures, sustainability including energy and water consumption and generation.

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:** Due to its scale, site coverage, bulk and visual impact in comparison to the existing dwelling, overdevelopment of the site, loss of amenity and proximity to the boundary with the neighbouring property
- **HE3 – Landscape Quality:** The proposed development does not protect against intrusion from further light pollution, noise and motion from an additional dwelling. Unacceptable harm to the character and appearance of the immediate area, which is prominently rural.
- **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 between 400m and 5km of protected Dorset 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 retrofit costs.



- **ME5 – Sources of Renewable Energy:** The proposed development is non-committal to sustainable generation of energy from renewable and low carbon sources.

PC 24/169 Verbal – To Note Highways Update

The Clerk confirmed there were no new updates.

The update was **NOTED**.

PC 24/170 Matters for forthcoming agendas No decisions can be taken¹

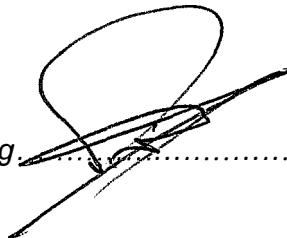
There were no matters for forthcoming agendas.

PC 24/171 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 7 January 2025 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

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

PC 24/172 Close of Meeting at 19:00.

Signed as a correct record of the meeting.



Date

21st JAN / 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 7 January 2025 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
P Neil (Chair)
J Bonham
L Hardy

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

Public Participation

There were 4 members of the public present who did not wish to speak.

PC 24/173 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

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

Cllr Cuckston was not present.

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

PC 24/174 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

PC 24/175 Paper A - To Approve minutes of meeting held on 17 December 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 17 December 2024, subject to updating Councillor present to include Cllr Bonham.

PC 24/176 Paper B – To Note Planning Decisions Report – decisions between 11 December 2024 – 30 December 2024

Members noted Dorset Council's refusal of planning application No: P/HOU/2024/03382 - Gilleva Wareham Road Corfe Mullen Wimborne BH21 3RU to install boundary fencing and foundation/base for replacement outbuilding.

The planning decisions report was **NOTED**.

A handwritten signature in black ink, appearing to be 'JH' or similar, located at the bottom left of the page.

PC 24/177 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:

Application No: P/HOU/2024/06893
Location: 31 Diprose Road Corfe Mullen BH21 3QY
Proposal: Two storey side extension and single storey front extension
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=410407>

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

Application No: P/HOU/2024/06835
Location: High Ridge Higher Merley Lane Corfe Mullen Wimborne BH21 3EG
Proposal: Two storey front entrance extension and single storey rear extension
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=410338>

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

Members noted Dorset Council's guidance note dated December 2023 relating to sustainability statement and checklist for planning applications, and due to both proposed extensions appearing to be over the 10% threshold, both applicants should be encouraged to complete and submit the checklist as part of the planning application process.

PC 24/178 To Note on Certificate of Lawful Use received from Dorset Council Planning for Information Purposes only:

Application No: P/CLP/2024/07468
Location: 1 & 3 Coronation Way Corfe Mullen Wimborne BH21 3EN
Proposal: Erection of EV charger (with dual outlets) and a protection bollard. See supporting statement and plans for more details.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411030>

The Certificate of Lawful Use was **NOTED**

PC 24/179 Verbal – To Note Highways Update

The Clerk confirmed there were no new updates. However, Cllr Purvis and herself would be attending the Joint Julians Bridge Working Party meeting on Thursday 9 January 2025 at Wimborne Minster Town Hall.

The update was **NOTED**.

PC 24/180 Matters for forthcoming agendas No decisions can be taken¹

Cllr Bonham enquired why a new planning application for change of use of agricultural buildings to one large and four small dwellings at Little Manor Farm, Waterloo Road, Corfe Mullen BH21 3SN was not included on the agenda for comment by the Committee. The Clerk confirmed the application notification had not been received by the office ahead of meetings papers being issued on 30 December 2024.

The Clerk agreed to follow up and ensure planning application was included on a forthcoming agenda.

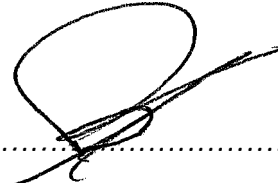
¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

There were no other matters for forthcoming agendas.

PC 24/181 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 28 January 2025 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/182 Close of Meeting at 18:44.

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

 18/01/2025



**Minutes of the meeting of the Planning & Highways Committee held on
Tuesday 28 January 2025 at 18:30 in the small hall of the Village Hall**

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

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

Public Participation

There were 11 members of the public present, of which 2 wished to speak pertaining to planning application no: P/FUL/2024/07588 - 47 Brook Lane Corfe Mullen BH21 3RD – erect a replacement dwelling, garage and cycle store on the southern side of the plot.

The first member of the public made the following representation:

- Number of previous planning applications for the site, refusal by Dorset Council Planning to sever the plot and decisions of the land tribunal.
- Concerns relating to the excavation work required to create basement rooms and the labelling of rooms from bedrooms to media room to satisfy previous planning objections.
- Increased risk of flooding in Brook Lane due to the substantial excavation work required.
- Inaccuracies in street scene drawings.
- Loss of amenity in terms of overlooking, size and bulk of proposed dwelling, disturbance to neighbouring property and wildlife.
- Lack of public consultation and his objection to the proposed development.

Cllr Cuckston spoke as a member of the public living in close proximity of the proposed development, making the following representation:

- Impact on the landscape and street scene.
- Photos of the garden were out of date and did not represent the significant planting and trees on the site.
- Loss of amenity in terms of overlooking.
- Accessibility was limited via a narrow-unmade lane with no designated vehicle turning circle.
- Concern with access for emergency vehicles, particularly the fire brigade.
- No public consultation and objection to proposed development.

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

PC 24/183 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr A Holland due to personal circumstances, Cllr Bonham who had a prior commitment and Cllr Papilio who was unwell.

A handwritten signature in blue ink, appearing to be 'JL' or similar, is located at the bottom right of the page.

PC 24/184 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Cuckston declared a non-pecuniary interest relating to planning application no. P/FUL/2024/07588 - 47 Brook Lane Corfe Mullen BH21 3RD, due to his representation and living in proximity of the proposed dwelling to his property.

Cllr Hardy declared a non-pecuniary interest relating to planning application P/FUL/2024/01267- 21 Hillside Road, Corfe Mullen, BH21 3SA, due to proximity of the proposed dwelling to his property, albeit the applicant was not known to him personally.

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 24/185 Paper A - To Approve minutes of meeting held on 7 January 2025 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 7 January 2025.

The Chair brought forward consideration of planning application no: P/FUL/2024/07588 - 47 Brook Lane Corfe Mullen BH21 3RD, whilst the members of the public were present. Cllr Cuckston did not participate in the discussion, albeit he remained in the room.

PC 24/187 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:

Application No: P/FUL/2024/07588
Location: 47 Brook Lane Corfe Mullen BH21 3RD
Proposal: Erect a replacement dwelling, garage and cycle store on the southern side of the applicant's land to the area outlined in red and shown as Plot A on the site/block plan.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411164>

Members noted previous comments relating to planning application no. P/FUL/2023/01483 to sever plot and erect a new dwelling and felt the proposal had not fundamentally changed, therefore the previous objections remained.

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

- Access to site is dangerous as Brook Lane is a single track, un-adopted gravel lane which would not cope with additional traffic.
- Potential severing of plot to result in high density housing for remainder of plot contrary to Christchurch and East Dorset Local Plan policy LN2.
- 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 of Brook Lane and is therefore contrary to Christchurch and East Dorset Local Plan Policy HE2.
- It is noted the street scene provided as part of the application was totally misrepresentative, particularly in relation to the size of existing adjacent dwellings.

Cllr Florek advised the applicant had submitted a further planning application for the site earlier in the day.

The Chair returned to the sequential agenda.

PC 24/186 Paper B – To Note Planning Decisions Report – decisions between 30 December 2024 – 22 January 2025

The planning decisions report was **NOTED**.

PC 24/187 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:

Application No: P/HOU/2025/00095
Location: 4 Firside Road Corfe Mullen BH21 3LS
Proposal: Erect two-storey side extension and single-story rear flat roof extension with balcony. Infill extension between garage. Loft extension and dual height glazed porch formed over the new front door. Boundary treatment with the addition of gates and brick piers to the main access.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411320>

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

PC 24/188 To Consider and Comment on Notification of Appeal received from Dorset Council Planning Services by written representation only:

Application No: P/FUL/2024/01267
Location: 21 Hillside Road Corfe Mullen BH21 3SA
Description: Demolition of existing dwelling and erection of replacement dwelling.
Appeal Reference: 3355836

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403962>

Members noted the Committee's previous comments and support of the proposed replacement dwelling. However, as a result of the 5-year housing land supply changes and the harm to the Green Belt, members felt they should support the Dorset Council Planning Officers recommendation to refuse the proposed development.

It was **RESOLVED** to submit representation to the Planning Inspectorate in objection to the proposed development on the following basis:

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

- **Para: 143, 144 and 152 – 154:** The proposed development lies within the Green Belt. The proposed replacement dwelling does not benefit from any of the exceptions to inappropriate development within the Green Belt. No very special circumstances have been identified which would outweigh the harm to the Green Belt by reason of inappropriateness and loss of openness.

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

- **HE2 – Design of New Development:** Due to its scale, site coverage, bulk and visual impact in comparison to the existing dwelling, overdevelopment of the site, loss of amenity and proximity to the boundary with the neighbouring property.

- **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 provides insufficient information to demonstrate mitigation measures necessary to avoid harm to protected species identified on the site could be secured and would be effective.
- **ME2 – Protection of the Dorset Heathlands:** The proposed development is within 400m of protected Dorset Heathlands.

Application No: P/OUT/2024/02668
Location: 74 Wareham Road Corfe Mullen Wimborne BH21 3LG
Description: Demolish existing bungalow and erect 11 residential units, 100% affordable housing (outline application only to determine access, appearance, layout and scale).

Appeal Reference: 3356221
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405618>

Members noted previous comments relating to demolishing existing bungalow and erecting eleven 100% affordable dwellings and felt the proposal had not fundamentally changed, therefore the previous objections remained.

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

PC 24/189 To Consider and Comment Prior Approval – Agricultural to Dwelling received from Dorset Council Planning:

Application No: P/PAAC/2024/07342
Location: Little Manor Farm Waterloo Road Corfe Mullen BH21 3SN
Proposal: Change of use of agricultural buildings, to 1 large and 4 small dwelling house (Class C3), together with associated operational development.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=410889>

Members noted previous comments relating to planning application no. P/FUL/2024/01470 to convert agricultural building to form 5 dwellings.

It was noted the planning application seeks to renew Class Q planning application no. 3/21/1669/PNAGD, albeit some of the previous objections remained.

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

PC 24/190 Paper C – To Note Closure of Unauthorised Footpath at Happy Bottom

The Clerk presented the report, noting the footpath was not designated as a Right of Way (RoW), with the landowner wishing to install a fence to protect livestock on their land. The landowner was in communication with Dorset Council in relation to installation of substantial fencing and signage to advise members of the public.

The Clerk advised Cllr Bonham had raised concerns with the closure of the footpath and access to Happy Bottom from the East End of the village.

Members felt the Ramblers Association should be advised of the footpath closure.

The report was **NOTED**.

PC 24/191 Verbal – To Note Highways Update

The Clerk provided the following update:

- Resident in Victoria Close, Corfe Mullen had contacted the Council Office requesting double yellow lines outside her property, due to accessibility issues. The resident had been referred to the Community Highways Request Policy in the first instance.
- Cllr Bonham had raised further concerns relating to road safety on Wimborne Road adjacent to the Lambs Green Inn, noting the recent motorcycle incident at the junction with Corfe Halt Close. Cllr Bonham had also been referred to the Community Highways Request Policy.

It should be noted 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.

The update was **NOTED**.

PC 24/192 Matters for forthcoming agendas No decisions can be taken¹

The Clerk provided the following updates:

- Public consultation relating to Planning Application no. P/FUL/2024/06885 – 1 Caesars Way, Corfe Mullen, Wimborne BH18 9DP had been extended to 6 February 2025 as a result of further information required by Dorset Council relating to nitrate neutrality due to proximity to Poole Harbour. It was noted a member of the public had also raised concerns relating to highways issues, directly to Dorset Council Planning, which were being followed up.
- Cllr Neil and the Clerk had attended a Dorset Association of Parish & Town Councils (DAPTC) NPPF revisions webinar on 23 January 2025. Slide presentation to be shared with members for information following the meeting.
- DAPTC were holding a Planning Summit scheduled on 4 March 2025 at the George Hotel in Dorchester with Dorset Council Planning Officers in attendance to present on the recent changes to the NPPF and impact on Dorset. Any members wishing to attend, to advise the Clerk.
- Dorset Council Planning Officer had provided clarification on the requirements of planning applicants completing the sustainability statement and checklist introduced by Dorset Council in December 2023. Whereby, the guidance related to new residential and new non-residential units or mixed-use development only. Cllr Sowry-House in his role as Dorset Council Ward Councillor agreed to follow up with the Head of Dorset Council Planning.

Cllr Hardy asked if a response had been received from Vikki Slade MP relating to the Town Councils support of her work regarding parking on pavements. The Clerk agreed to follow up.

Members discussed the remit of the Joint Julians Bridge Working Party and the reporting line to the Council. The Clerk confirmed the Terms of Reference for the Working Party stated that both Corfe Mullen and Wimborne Minster Town Councils reported to their respective Councils to seek approval on any recommendations made by the working party as they were not the decision makers.

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)

Cllr Sowry-House advised he had recently attended a Planning Framework conference in Warwick in his role as Vice-Chair of the Dorset Council Eastern Area Planning Committee and Chair of the Dorset Council Strategic and Technical Planning Committee. Cllr Sowry-House agreed to provide a presentation to a future Full Council meeting.

Cllr Hardy noted the recent budget setting process and the £25,000 allocated to highway improvements and asked if there was a business plan for how the money would be spent. The Clerk confirmed the budget had been allocated for road safety improvements including pedestrian crossings previously considered by the Committee, shown on the Highways Schedule. However, there was no timeline, due to all highway's improvements being subject to assessment and prioritisation by Dorset Council Highways.

There were no other matters for forthcoming agendas

PC 24/193 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 11 February 2025 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/194 Close of Meeting 19:06

Signed as a correct record of the meeting...  Date... 18/2/25

Appendix 1 - Application No: P/OUT/2024/02668 - 74 Wareham Road Corfe Mullen Wimborne BH21 3LG

Members of the Planning & Highways Committee met on 28 January 2025 to consider the application 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):

- **ME1 – Safeguarding Biodiversity and Geodiversity:** tulip and liquid amber trees to the rear of the site are subject to Tree Preservation Orders (TPO's) protecting the amenity and condition of habitats and species within a regionally geological geomorphological area. The hedgerow between the site and neighbouring properties should also be protected as it forms an important wildlife corridor.
- **ME2 – Protection of the Dorset Heathlands:** the proposed development is within 400m and 1km of protected European and internationally protected heathlands, Sites of Special Scientific Interest (SSSI), RAMSAR, and does not provide Suitable Alternative Natural Greenspace (SANG) or provision of other appropriate avoidance/mitigation measures.
- **LN2 – Design, Layout and Density of New Housing Development:** the design and layout of the proposed development conflicts with the local character of the area with minimal outdoor space allocated for each dwelling.
- **HE2 – Design of New Development:** the proposed layout, scale, and appearance is an overdevelopment of the site which is overbearing resulting in a loss of amenity of the adjacent properties from plots 1 & 4. The development does not have a compatible relationship with neighbouring property which has Velux windows and would be overlooked and overshadowed by the proposed development.

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

Photos show the proximity of the development to the neighbouring property.



- **LN1 – Size and Type of New Dwellings:** no evidence of current and/or projected local housing needs identified in a strategic housing market assessment.
- **KS9 – Transport Strategy and Prime Transport Corridors:** visibility splays when exiting onto Wareham are limited due to oncoming traffic approaching over the brow of a hill. Access by emergency services and refuse collectors is limited due to the narrow driveway access with limited turning circles.

Photos show the visibility splays when exiting the site and proximity to the neighbouring properties and access.



- **KS11 – Transport and Development:** the proposed development does not provide safe access via a narrow driveway resulting in material changes on the residential amenity of the neighbouring property due to increased vehicles associated with 11 new dwellings.

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

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

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
28 January 2025

JB

Appendix 2 - Application No: P/PAAC/2024/07342 - Little Manor Farm Waterloo Road Corfe Mullen BH21 3SN

Members of the Planning & Highways Committee met on 28 January 2025 to consider the above application, acknowledging the planning decision notice no. 3/21/1669/PNAGD prior App – Agriculture to Dwelling issued on 16 December 2021 setting out various conditions in addition to Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order.

Under paragraph 2 of the informative notes within the planning decision notice no. 3/21/1669/PNAGD prior App – Agriculture to Dwelling states the access track would require planning permission before works to the building to convert from agriculture to dwellings commences. Planning application no. P/FUL/2022/01049 to construct internal track was refused in April 2022.

The planning application does not provide any further information relating to the access track under construction, visible from Waterloo Road, particularly mitigating flood risks.

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

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

- **LN2 – Design, Layout and Density of New Housing Development:** The site is not along the prime transport corridors or does it have good access to public transport and essential facilities and services, due to its rural setting, away from the village.
- **KS9 – Transport Strategy and Prime Transport Corridors:** The proposed development is not located along and/or at the end of the prime transport corridors in the most accessible locations and supported by transport improvements to benefit existing and future communities.

The site is not easily accessible or in a sustainable location due to the steep incline to reach facilities within the village, making walking and cycling impractical and not accessible to all. Access to public transport is via a steep incline.

Access by the emergency services and refuse collectors is limited due to the single-track access with limited turning circles.

- **KS11 – Transport and Development:** The proposed development does not reduce the need to travel or improve access to facilities and services in the village, due to the rural setting accessed by a single track.

The site does not provide safe access and/or permeable layouts to access public transport.

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

- **KS12 – Parking Provision:** The application covering letter states there is ample parking and turning space. However, from the plans provided, there is no indication of vehicle parking provision for 5 dwellings without garages, in line with the Dorset Council residential car parking provision guidance.

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

- **109:** The proposed development does not promote use of public transport.
- **112:** The plans do not demonstrate a provision of parking spaces for charging plug-in and other ultra-low emission vehicles.
- **115b & 117b/e:** Due to the location of the proposed development, in a rural setting accessed by a single track, this does not provide safe and suitable access to the proposed development for all users, particularly those with disabilities and reduced mobility in terms of all modes of transport.
- **117d:** Delivery of goods and access by services and emergency vehicles would be limited, due to rural setting accessed via a single track.
- **154:** The extent of the engineering works required to create the access route would represent an imposing feature on the landscape and would have an urbanising effect and detract from the character and appearance of the open countryside. The access route is visible from Waterloo Road.
- **164a:** The proposed development increases vulnerability to the range of impacts arising from climate change, particularly the flood risk.
- **172d:** There is no evidence to suggest the flood risk will not increase elsewhere in the Waterloo Valley. Climate change is expected to increase flood risk, which is already being seen locally, and would make access to the proposed development unsustainable in the long-term.

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

Corfe Mullen Town Council
28 January 2025



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/344

Paper: E

Subject:	To Approve the Recommendations from the Community Services Committee
Prepared by:	Catherine Horsley, Town Clerk
Purpose of Report:	To Approve the recommendations made at the Community Services Committee meeting held on 11 February 2025.
Background:	The Community Services Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
Key Points:	<p>It was RESOLVED to recommend for approval by Full Council the following items:</p> <p>CS 24/43 - Update on Allotments: Options to replace the existing raised beds with fit for purpose raised beds designed to be accessible for all users and for vertical grass paths to be turned to grass.</p> <p>Members discussed at length the options to reconstruct raised beds using either wood, composite plastic or concrete materials against the longevity of the materials used and expenditure within the budget of £17,000 allocated in the 2025/26 financial year for all allotment maintenance.</p> <p>Members felt Option/Contractor 3; concrete boards raised beds was best value for money. However, raised concerns relating to its construction and if there would be any movement of the concrete boards, similar to when gravel boards are used for fencing and would the raised beds maintain their shape, due to the weight of the soil.</p> <p>Further information was requested relating to the structure and construction of the raised beds and if the contractor had any photographs to enable members to visualise the raised beds. This can be seen in Appendix 1. The Clerk agreed to investigate what materials were used by neighbouring local authorities' allotment sites to construct raised beds.</p> <p>Concerns with turning vertical paths over to grass, particularly the costs of laying turf and time required to bed in without being walked on, and the difficulties in turning paths over to grass due to the lie of the land with grass seed washing away during wet weather against plot holders topping up paths with woodchip, received free of charge by the Allotment Association.</p> <p>It was RESOLVED to APPROVE Contractor/Option 3 – concrete boards raised beds, in principle with further information and clarity required on the structure and construction of raised beds ahead of recommending to Full Council.</p> <p>It was agreed due to the timing of Committee meetings and decision required on building new raised beds ahead of 1 April 2025, to obtain further information and present to the next Full Council meeting scheduled on 25 February 2025.</p>

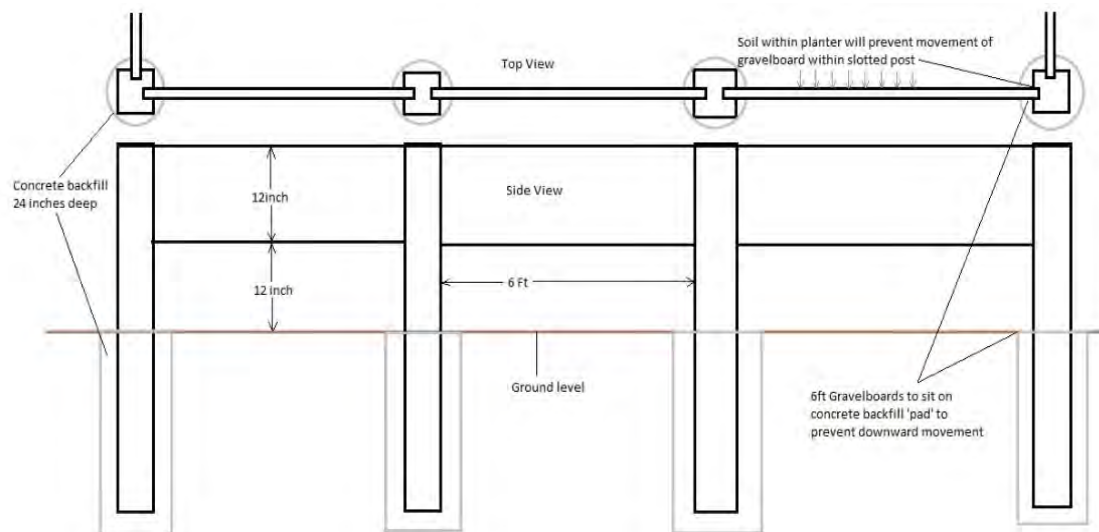
	<p>A decision on turning the paths over to grass remains outstanding. Options (in bold) shown in Appendix 2.</p> <p>CS 24/46 - Tree Planting: Members discussed the options along with how best to involve and engage within the community, particularly young people attending the local schools. Consideration to be given to involving and working with local garden centres to donate free pots.</p> <p>It was RESOLVED to recommend to Full Council to APPROVE Option 3, 'Adopt a tree' – saplings to be potted up by the Grounds Team and/or to hold a potting event with young people encouraged to decorate a pot and then to be given to residents to nurture, ahead of involving the residents in a tree planting event for planting out at the Recreation Ground potentially in March 2026, dependent on growth.</p> <p>CS 24/47 - Replacement Doors for the Recreation Ground Public Toilets: Members discussed at length the expenditure incurred to carryout continual repairs to the public toilets following vandalism/criminal damage alongside the proposed redevelopment of the Sports Pavilion and Recreation Ground and potential rebuild and whether it was a good use of public money.</p> <p>Members felt the materials of the replacement doors needed to minimise further vandalism and protect the community asset which may be able to be repurposed in the proposed redevelopment of the Sports Pavilion.</p> <p>It was RESOLVED to recommend to Full Council to APPROVE replacement doors, Option 1 - 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 at a cost for two replacement doors, including installation of £2,744+VAT.</p>
Implications:	<ul style="list-style-type: none"> • Health & Safety issues. • Negative publicity for the Council. • Expenditure in line with 2024/25 & 2025/26 financial year's budget. • Tree planting meets one of the Town Councils objectives towards its declaration of a climate emergency. • Lack of public toilets in the vicinity and the needs of users of the Recreation Ground to use facilities, particularly those with medical needs. • Members of the public urinating in public spaces, due to no public toilets being available for use.
Recommendation:	<p>To APPROVE the recommendations from the Community Services Committee meeting held on 11 February 2025 as follows:</p> <ul style="list-style-type: none"> • Option 3 to excavate and dispose of 6 existing raised beds and soil at the Allotment site, construct concrete boards raised beds with associated grounds works at a total cost of £14,700. • Turn paths over to grass at the Allotment site at a total cost dependent on option chose shown in Appendix 2. • 'Adopt a Tree' tree planting initiative. • Option 1 to replace Recreation Ground public toilets doors with grey steel doors at a cost of £2744+VAT.

Appendix 1 – Concrete Boards Raised Beds

Q1 - Will there be any movement of the gravel boards? When concrete gravel boards are used for fencing, there can be movement.

A – From experience, using the materials suggested within a fence, any lateral movement of the gravel boards within the slotted posts is minimal if installed correctly. Ensuring the posts are set the correct distance apart, this will allow the boards to be slotted tightly into position therefore preventing potential sideways movement within the posts.

In this instance, the soil within the raised bed will also provide a little pressure against the inside face of the gravel board from within, preventing any movement sometimes found in an outward direction within the slots. Please see diagram below (not to scale).



Q2 - Will each individual raised bed retain its shape, due to the weight of the materials?

A - Due to a combination of proposed materials to be used and the method in which the raised beds are intended to be constructed (i.e. the posts are to be concreted into the ground) there is no reason any movement will occur. As indicated in the diagram above, it is intended that each post will be set 2 feet deep.

Images below give an example of the most cost-efficient solution, whilst eliminating the long-term issues found when using timber to retain soil.

Image 1 utilises the same slotted post idea but uses timber gravel boards.



Image 2 is the same project but indicates the need to try to help prevent rotting by covering the inside of the boards with plastic.



Image 3 shows the same principle but uses a precast concrete product intended to look like timber but comes at vast expense.



Image 4 indicates the same method used to retain a soil embankment, the boards in this instance are cast to give the appearance of blockwork, probably not required in the allotment setting.



Appendix 2 - Raised Beds and Grass Paths Quotations

Operation	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5
To excavate and dispose of 6 wooden beds and soil (63 tonnes in total)	£3380	£4026.40 ⁱ	Cost included in Option 3.	Cost included in Options 1 & 2.	N/A ⁱⁱ
Option 1: Wooden Raised Beds	<p>£2,166.73 per bed (materials) (7.4m long x 1.6m wide x 800mm high): £13,000.38</p> <p>Machinery and Labour Costs: £4590.00</p> <p>Total Cost: £17,590.38</p>	<p>£2,796 per bed x 4 and £2,702 per bed x 2: £16,588.</p> <p>Beds will remain the same length with the middle section removed to allow access (C shape).</p> <p>Total Cost: £16,588</p>	N/A	<p>£1,280 per bed: £32,000.</p> <p>Contractor has suggested creating 25 smaller beds.</p> <p>(Note: Contractor has advised timber may only have a 10-year lifespan)</p> <p>Total Cost: £32,000</p>	<p>£5698 in total to build 6 x 2.4m x 200mm x 100mm.</p> <p>£7112 in total to build 12 x 2.4m x 200mm x 60mm.</p> <p>All costs include materials and labour.</p> <p>Total cost dependant on number of beds.</p>
Option 2: Composite Raised Beds	<p>£1,445 per bed (materials) (7.6m long x 1.5m wide x 750mm high): £8670</p> <p>Machinery and Labour Costs: £4590.00</p> <p>Total Cost: £13,260</p>	N/A	N/A	<p>£1,800 per bed: £45,000.</p> <p>Contractor has suggested creating 25 smaller beds.</p> <p>Total Cost: £45,000</p>	N/A

Option 3: Concrete Boards Raised Beds	N/A	N/A	£2450 per bed (5.4m long x 1.8m wide x 0.60m high): £14,700 Costs include materials, labour, plant hire and waste disposal. Total Cost: £14,700	N/A	N/A
Clear ground around raised beds to hoggin to improve ground for accessibility	£2520 ⁱⁱⁱ	£2,430.52 ^{iv}	Cost Included in Option 3.	Cost included in Options 1 & 2.	N/A
Turf vertical pathways including new soil. (Remove woodchip, cultivate subsoil and lay 270m of turf)	£3700	£3576	£4150	N/A	N/A

ⁱ Remove and dispose of soil from 4 beds and reuse soil from 2 beds.

ⁱⁱ Contractor unable to remove and dispose of materials and soil. Removal could be carried out by the Grounds Team with hiring a skip to dispose of soil.

ⁱⁱⁱ Remove all existing and replace with new hoggin.

^{iv} To scrape grass away from existing paths and top up with hoggin.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/345

Paper: F

Subject:	Electronic Communications Policy
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to approve the updated Electronic Communications Policy.
Background:	At the Full Council meeting held on 28 January 2025, it was RESOLVED to APPROVE establishing a Town Council Instagram profile as a method of electronic communications and to update the Electronic Communications Policy accordingly.
Key Points:	The use of Instagram as a method of electronic communications has been updated in the Electronic Communications policy shown in red in Appendix 1.
Implications:	<p>An Electronic Communications policy sets out the standards to which the Council will accept its communication with everyone, including employees and members of the public.</p> <p>The policy provides a standard from which complaints may be managed.</p>
Recommendation:	To recommend APPROVAL of updated Electronic Communications policy.



CORFE MULLEN TOWN COUNCIL

Electronic Communications Policy

1. Introduction

- 1.1. The use of electronic communications enables Corfe Mullen Town Council (the 'Council') to interact in a way that improves the communications both within the Council and with the people, businesses and organisations it works with and represents.
- 1.2. The Council has a website, Facebook page, [Instagram profile](#) and uses email to communicate, and will try to use the most effective channels of communication. Over time the Council may add to the channels of communication that it uses, as it seeks to improve and expand the services it delivers. When these changes occur, this policy will be updated to reflect the new arrangements.

2. Aim

- 2.1. The aim of this policy is to set out a Code of Practice to provide guidance collectively to both councillors and employees of the Council, when using electronic communications.
- 2.2. The definition of electronic communications continues to evolve as platforms and technologies develop. Overall, it refers to any web-based practices which can be used to share content.
- 2.3. The 'Latest News' page on the Council's website, Facebook page [and Instagram profile](#) intends to share information and updates relating to the Council's work, activities, opportunities within the parish and to promote and connect with the community it serves positively.

3. Training

- 3.1. All councillors and employees are expected to carry out any relevant training provided by Dorset Association of Local Parish & Town Councils (DAPTC) and/or National Association of Local Councils (NALC) in order to meet their obligation of this policy.

4. Standards for Conduct

- 4.1. Online content should be accurate, objective, balanced and informative.
- 4.2. All councillors and employees should not:
 - present personal opinions as that of the Council
 - post any information the Council may deem to be confidential
 - present themselves in a way that might cause embarrassment to the Council or bring the Council into disrepute
 - undermine the Council's democratic processes and/or finances
 - post politically controversial or potentially inflammatory remarks
 - post any information that may be deemed libellous or constitutes bullying or harassment
 - post offensive language relating to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief
 - conduct any online activity that violates laws, regulations or constitutes a criminal offence
- 4.3. Misuse of content contrary to this and other policies could result in disciplinary action being taken using the Council's prescribed policies.
- 4.4. Councillors and employees are reminded that anything posted online will more than likely be visible forever and generally should not post any comment or opinion online, that they would not say to someone face-to-face.
- 4.5. Councillors may publicly post from a personal account in their full name or an individual

'councillor page'. This policy applies to any post/comment made publicly where recognisable as a Town Councillor.

4.6. Individual councillors are reminded that their Code of Conduct applies to online activity in the same way as it does to other written or verbal communications.

4.7. When using electronic communications, councillors and employees should be mindful of the information they post in both a personal and/or Council capacity and keep the tone of any comments respectful and informative.

4.8. Consideration should be given to the privacy settings on a personal account of both councillors and employees.

4.9. The Council is non-political, therefore, personal political views or those of any political party should not be shared on an individual councillor page or email.

4.10. Whilst the personal accounts of councillors and employees are their own business, it is still possible for the content posted on them to affect their professional standing and/or that of the Council. To mitigate this risk, councillors and employees should not include any reference to, or post comments about, the council, their roles, colleagues, or partner organisations of the Council. If however, references to employment or connection with the Council are made on a personal profile, please ensure you:

- declare on your page or biography that the views expressed are personal and not that of the Council
- do not bring the Council into disrepute
- do not reveal any potentially confidential or sensitive information about the Council that you may have come across in your work or role for the Council
- do not use any Council-owned images or logos
- do not include contact details or photographs of service users or employees

4.11. do not make unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments about the Council, its councillors or employees, or members of the public as disciplinary action may be taken using the Council's prescribed policies.

4.12. Communications from the Council will:

- be civil, tasteful and relevant
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- not contain content knowingly copied from elsewhere, for which the Council does not own the copyright
- not contain any personal information
- will not be used for the dissemination of any political views or advertising

4.13. To ensure all discussions with the Council are productive, respectful and consistent with the Council's aims and objectives, the Council asks you to:

- be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including councillors and employees, will not be permitted

- share freely official Council business, but be aware of copyright laws
- be accurate and give credit where credit is due
- stay on topic

4.14. Should members of the public wish to raise any questions or queries to the Council, they are encouraged to use the 'Contact Us' page on its website as the official way to contact the Council.

4.15. Should councillors receive communications from members of the public direct to their councillor email accounts relating to Council services and amenities, emails should be forwarded to the clerk to respond on behalf of the Council.

4.16. Any contact made with the Council should not contain:

- obscene or racist content
- personal attacks, insults, or threatening language
- potentially libellous statements
- plagiarised material; any material in violation of any laws, including copyright
- commercial promotions or spam

4.17. The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of the policy or send a brief response as appropriate. This will be at the Council's discretion based on the contact received.

5. Council Website

5.1. Where necessary, those contacting the Council may be directed to content on its website to view the required information, or your question may be forwarded to the clerk or a councillor for consideration and response. Any questions or queries will be dealt with in a timely manner where possible.

5.2. The Council may, at its discretion, allow and enable approved local groups to have a presence on its website for the purpose of presenting information about the group's activities. The Council reserves the right to remove any or all local group's information from the website if it feels that the content does not meet the Council's expectations for its website.

6. Council Email

6.1. The Council has its own email address - office@corfemullen-tc.gov.uk, which is monitored during office hours. We aim to reply to all emails sent as soon as possible. An 'out of office' message should be used when appropriate.

6.2. The Administration Assistant monitors the email address and is responsible for passing on any relevant emails to councillors, employees or external agencies for information and/or action.

6.3. Individual councillors communicating directly with members of the public should use their Council email address only. Any emails sent will be subject to the Freedom of Information Act and GDPR. These procedures will ensure that a complete and proper record of all communications are kept.

6.4. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses and email addresses.

7. Council Facebook Page

7.1. Facebook is a key communications tool for the Council and highlights a commitment to openness and transparency.

- 7.2. The clerk with appropriate support is designated as the administrator of the Council's Facebook page and is responsible for posting and monitoring content to ensure it complies with this policy.
- 7.3. The Facebook page intends to act a community notice board to share information and updates relating to the Council's work, activities, opportunities within the parish and to promote and connect with the community it serves positively.
- 7.4. The administrator will have authority to turn off commenting on all posts. Should members of the public wish to raise any questions or queries to the Council relating to any posts, they should use the 'Contact Us' page on its website as the official way to contact the Council.
- 7.5. As a general rule any posts on the Facebook page should reflect information or content available on the website and/or would be acceptable to publish to the public by other Council communication channels.

8. Council Instagram Profile

- 8.1. Instagram is a key communications tool for the Council and highlights a commitment to openness and transparency.
- 8.2. The clerk with appropriate support is designated as the administrator of the Council's Instagram profile and is responsible for posting and monitoring content to ensure it complies with this policy.
- 8.3. The Instagram profile intends to act a community notice board to share information and updates relating to the Council's work, activities, opportunities within the parish and to promote and connect with the community it serves positively.
- 8.4. The administrator will have authority to turn off commenting on all posts. Should members of the public wish to raise any questions or queries to the Council relating to any posts, they should use the 'Contact Us' page on its website as the official way to contact the Council.
- 8.5. As a general rule any posts on Instagram should reflect information or content available on the website and/or would be acceptable to publish to the public by other Council communication channels.

9. SMS and Messaging Apps

- 9.1. Councillors and employees may use SMS (texting) and messaging apps using the internet to send messages, images, audio or video as a convenient way to communicate at times. This policy also applies to such messages on Council or personal devices.

10. Video Conferencing

- 10.1. If this method is used to communicate e.g., Zoom/MS Teams, this policy also applies.

11. Internal communication and access to information within the Council

- 11.1. The Council continually looks at ways to improve its working and the use of electronic communications is a major factor in delivering improvement.

12. Councillors are expected to abide by their Code of Conduct and the Data Protection Act in all their work on behalf of the Council

- 12.1. As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors and employees are expected to

maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures.

- 12.2. Councillors and employees should be careful when copying in recipients to an email using the cc. option and only include essential recipients on emails i.e., avoid use of the 'Reply All' option, where possible and only copy in those who need to know and ensure email trails have been removed, when appropriate.

13. Review

- 13.1. This Electronic Communications Policy was presented to the Full Council, for approval and adoption on **XX February 2025**, minute no. **TC 24/XXX**.
- 13.2. Future reviews will be carried out bi-annually or when any changes are made to related legislation, whichever is sooner.

14. References

- 14.1. Council's Data Protection Policy, Data Protection Act 2018 – <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>
- 14.2. UK General Data Protection Regulation (GDPR) - <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>
- 14.3. Employee Handbook inc the Council's Disciplinary Procedure
- 14.4. Councillors Code of Conduct
- 14.5. Council's Equality & Diversity Policy
- 14.6. Council's Civility & Respect Pledge
- 14.7. National Association of Local Councils (NALC)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/346

Paper: G

Subject:	Civic Protocol
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To consider protocol for adoption.
Background:	<p>At the Full Council meeting held on 28 January 2025, it was RESOLVED to update the civic regalia and to draft a civic regalia policy. On investigation it is appropriate to have a Civic Protocol to include civic regalia.</p> <p>The protocol provides clarity to members on the civic roles and events of the Council.</p>
Key Points:	Please see attached protocol shown in Appendix 1.
Implications:	<p>A civic protocol outlines the expected behaviours, roles, and responsibilities for the Mayor and Deputy Mayor in their engagement with the community, other stakeholders and civic events.</p> <p>Clear guidance when wearing civic regalia and the Councils expectations of when it can be worn.</p>
Recommendation:	To APPROVE and ADOPT civic protocol.



CORFE MULLEN TOWN COUNCIL

Civic Protocol

1. Introduction

- 1.1. The Local Government Act 1972 s.245(6) gives parish councils the power by resolution to allow themselves the title of Town Council and the Chair of a Town Council is entitled to the style of 'Town Mayor', also known as the 'First Citizen' of Corfe Mullen.
- 1.2. Holding the position of Town Mayor (the 'Mayor') is a great privilege and very rewarding. The Mayor receives many invitations to civic, community and business events and occasions during the civic year.
- 1.3. This Civic Protocol (Protocol) is designed to assist the Mayor and Deputy Mayor to understand their roles and responsibilities and provide some useful guidance, which may be of assistance when undertaking civic duties on behalf of Corfe Mullen Town Council (the 'Council').
- 1.4. In general, the Mayor should be prepared to take the lead in all matters of concern in the life of the town, e.g. supporting local organisations and to lead all civic events organised by the Council.

2. Roles

- 2.1. There is no formal job description for the Mayor and each holder will approach the task differently according to personality, interests and time available.

3. Mayor

- 3.1. The primary legal function of the Mayor is to act as Chair of the Council and preside over meetings of the Council; if they are present at Full Council meetings, they must preside. If the Mayor is not present and the Deputy Mayor is present, the Deputy Mayor must preside.
- 3.2. As the person presiding at Council meetings, they have a responsibility for chairing Council meetings, ensuring sound legal decisions are made and second or casting vote in the event of an equality of votes. Where a casting vote is necessary, it is generally regarded as necessary to preserve the status quo.
- 3.3. They will take a prominent and leading role in the civic life of the town. This generally includes representing the Council, attending various civic functions and acting as a host at Civic gatherings.
- 3.4. The Mayor and Deputy Mayor are elected by Members of the Council at the Annual Town Council meeting held in May each year. The Mayor remains in office until immediately after the new Mayor is elected at the next Annual Town Council meeting. In an election year, the outgoing Mayor has a statutory duty to preside (until the new Mayor is elected) at the first meeting following the election, even if they are no longer a Councillor.

4. Choosing to be the Mayor

- 4.1. If a member is considering standing as Mayor, they should consider the following factors during the term of office:
 - Do they have adequate experience to chair a meeting of the Council competently, ensuring a fair debate and that clear, legal decisions are made.
 - The impact on their family and friends.

- How will they balance the demands of attending events if they work, including attending some events during the working day.
- The expectations of the Office of Mayor can be very traditional. The challenge is to bring their own personality and flair to the proceedings while appropriately representing the Council and town.
- They should ensure that they are in a position to accept as many engagements as possible, expecting the Deputy Mayor to be involved only in the event of unforeseen illness, annual holiday or double booking.

5. Deputy Mayor

- 5.1. The primary role of the Deputy Mayor is to discharge all the functions of the Mayor if, for any reason, the Mayor is unable to act or the office of the Mayor is vacant. In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence, but they do not wear the Mayor's badge of office or adopt the title of Mayor.
- 5.2. Official invitations to represent the Council will be sent to the Council office. They will invariably be for the Mayor to attend, but the Mayor may ask the Deputy Mayor to attend if they are not available. The Deputy Mayor may accompany the Mayor to events as the Mayor's Consort, but care should be taken to ensure that the Mayor as a 'First Citizen' is afforded clear and full precedence.
- 5.3. The Deputy Mayor chairs meetings of the Council in the Mayor's absence. The Deputy Mayor has full legal status as a Vice-Chair and should be given precedence immediately after the Mayor.

6. Partners

- 6.1. The Mayor is referred to as the Mayor, whatever their gender. The Council refer to the Mayor's partner as Consort.
- 6.2. The Consort has no official standing, although the supporting role is fully appreciated. There will be occasions when the host of an event feels it appropriate to invite the Mayor alone without a partner or the Mayor and the Clerk. The Mayor should respect the host's wishes and remember that it is the Mayor, and the Mayor alone, who represents the Council.
- 6.3. Provision is made for spouses or Consorts to be seated in reserved seats in the Church or at other events before the civic procession arrives.
- 6.4. When the official Consort is not available to accompany the Mayor to an engagement, the Mayor may ask another person to accompany them, i.e. a member of the Mayor's family, the Deputy Mayor, another Councillor, a Council Officer or a personal friend.
- 6.5. In the interests of security and the dignity of the office, a Consort appointed by the Mayor or Deputy Mayor should be over the age of entitlement to vote in Parliamentary Elections. No person below this age may wear the Consort's badge.

7. Past Mayors

- 7.1. Past Mayors have no formal role.

8. The Mayor's Chaplain

- 8.1. The Mayor may choose to select a Chaplain, which is an honorary title, for an individual who may provide spiritual guidance or inspiration to the Mayor during their tenure. A Chaplain

may be a representative from a specific faith, inter-faith or a pastoral leader or celebrant of no faith, in keeping with the Council's inclusive culture.

9. Council meetings

- 9.1. Anyone considering the post of Mayor should have experience chairing committee meetings before they are required to chair a Council meeting. The principles are similar to chairing a committee meeting but with an added level of formality and challenge.
- 9.2. At meetings, the Mayor (or Committee Chair) sits at the head of the table, with the Clerk or Deputy Clerk sitting to their immediate right to provide advice.
- 9.3. The Council expects the Mayor to:
 - Have a good general knowledge of the Standing Orders and have a copy available at every meeting.
 - Avoid bias and be firm in ruling on points that arise during the meeting.
 - Ensure the quality and clarity of resolutions. It is helpful for the Mayor to repeat or summarise the resolution before requesting a motion to be seconded.
 - Where possible, meet with the Clerk before each meeting, if required, to ensure a clear understanding of the business to be transacted.

10. Attendance at functions

- 10.1. There are no rigid rules about which invitations should be accepted and which should be refused; this is for the Mayor to decide. Some caution should be exercised, considering they represent the Council and are not attending as individuals. Attendance should not bring the Council into disrepute or show commercial or political bias. While it is not possible to attend every event, it is important to attend as many events as possible, especially those of neighbouring towns or events organised by Dorset Council as the Unitary Authority.
- 10.2. Where there are clashes, acceptance would normally be on a 'first come, first served' basis, with preference given to events within the Council. However, should the Mayor have accepted an engagement outside of the town, it would not normally be acceptable to cancel in favour of another engagement within the town. The Deputy Mayor should attend in their place.
- 10.3. If the Mayor judges it appropriate to attend but cannot accept an invitation, it would be normal practice for the Mayor to ask whether the Deputy Mayor is able to attend, if available.
- 10.4. At functions hosted by the Mayor, the Mayor should not leave an event earlier than is socially acceptable to avoid offending guests.
- 10.5. In cancelling attendance at a function due to ill health or unforeseen circumstances, giving as much notice as possible is important in order for the Council office to make arrangements for a replacement, normally the Deputy Mayor, to attend and inform the function organiser accordingly.

11. Facilities and support for the Mayor

- 11.1. The office administrators are assigned to provide administrative support to enable the Mayor or Deputy Mayor to perform their official duties, including receiving and forwarding invitations and supporting the organisation of civic events.
- 11.2. Meeting facilities at Corfe Mullen Village Hall are available for the Mayor and other

Councillors to use for official Council business, subject to bookings and other functions. The office administrators will make arrangements in advance on the Mayor's and/or Councillors behalf.

12. Precedence at Civic Occasions

- 12.1. Precedence and protocol for visits and events is often set by custom and practice, with the exception of royal visits. The Lord Lieutenant and Chair of Dorset Council take precedence over the Mayor at civic events; however in most cases the Lord Lieutenant and the Chair of Dorset Council will usually surrender their precedence if they are present at events organised by the Town Council.
- 12.2. In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence, but they do not wear the Mayor's badge of office. Spouses of members of the Council and others, with the exception of the Mayor and Deputy Mayor Consorts, should not be included in a civic procession, but arrangements should be made for them to be seated in reserved seats in the Church before the civic procession arrives.

13. Order of Precedence

(Persons to be omitted depending on the nature of the event but order maintained)

- Members of the Royal Family.
- Lord Lieutenant and Consort.
- High Sheriff and Consort.
- Mayor and Consort.
- Dorset Council Chair and Consort¹
- Military Representatives. (Remembrance Sunday only)
- Deputy Mayor and Consort.
- Member of Parliament for Dorset.
- Town Councillors.
- Dorset Ward Councillors.
- Visiting dignitaries.
- Police or Fire Officers.
- Local community organisations. (Remembrance Sunday only)

14. Lord Lieutenant

- 14.1. When the Lord Lieutenant is visiting, officially representing the Monarch, they have precedence over everyone present, including the Mayor. In procession, if the Lord Lieutenant is present, they must be accompanied by the Mayor and at a civic service, they would normally sit with the Mayoral Party.
- 14.2. If the Lord Lieutenant requests a Deputy Lieutenant to attend the function in their place, they should be accorded the precedence due to the Lord Lieutenant themselves.
- 14.3. On other occasions, the Deputy Lieutenants have no status as such, but they may be included in the Mayoral Party.

15. High Ranking Visitors

- 1.1. Where a distinguished visitor, e.g., a high-ranking Officer of the Armed Forces is attending

¹ The Chair of Dorset Council will have precedence over the Mayor at events not organised or hosted by the Town Council.

a civic ceremony or service, and the Council considers them worthy of the honour, they may be invited to walk in procession behind the Mayor.

16. Members of Parliament

- 16.1. A Member of Parliament is usually placed between the Mayoral Party and the Councillors unless they are Minister of the Crown, in which case they should be included in the Mayoral Party.

17. Representatives of Local Organisations

- 17.1. At the Remembrance Sunday civic service, representatives of local organisations may be included in the procession. If not, they will be asked to attend the Church as congregation members with reserved seats.

18. Civic Regalia

- 18.1. The mayoral regalia comprises of a badge of office and ribbon, with their Consort wearing a more modest badge of office and ribbon. The Deputy Mayor and their Consort wear a badge. The Mayor would normally wear the regalia at functions to which they are invited, which take place within the parish boundaries.
- 18.2. Where functions occur outside parish boundaries, it is customary to ask permission from the Mayor, if there is one before regalia is worn. Any invites sent by the Council Office should specify whether Chains of Office should be worn.
- 18.3. Civic regalia are to be worn only when on official Council business; the Council does not permit using the regalia for personal purposes.
- 18.4. The badge of office must be safely stored in the supplied case in a secure location. Badge of office should not be left unattended in a public space and stored safely out of sight, when not worn.
- 18.5. Care must be taken on the death of the Sovereign to ensure the badge of office is worn appropriately. At the Mayor's discretion, it is acceptable to either wear the badge on a black ribbon necklet.

19. Past Mayor's Badges

- 1.1. When they leave office, Past Mayors are presented with a badge in recognition of their service to the town at the Annual Town Council Meeting. They may also wear their Past Mayor's Badge on civic occasions.

20. Dress Code

- 20.1. There is no formal dress code for the Mayor, but the Mayor is expected to dress appropriately for the occasion. In general, the Mayor or Deputy Mayor and their Consort(s) should wear formal attire when attending church services.

21. Attending Civic Events

- 21.1. The Mayor, Deputy Mayor and their Consorts along with all Councillors are requested to attend several civic occasions during the year, including the Celebration of Service and Remembrance Sunday Parade and Service.

22. Remembrance

- 22.1. Arranging Remembrance events and/or parades is a civic duty and is the responsibility of the Council. The Royal British Legion (RBL) plays a supporting role and attends remembrance events. Remembrance is a civic event hosted by the Mayor in their role as the town's 'first citizen'.
- 22.2. The Order of Precedence will be followed at the town's remembrance parade. All Councillors will be invited to participate in the parade.
- 22.3. The Council hosts the annual Remembrance Sunday Parade:
- Organising appropriate road closures
 - Hosting a meeting with interested parties to arrange the proceedings, including St Nicholas Church and the RBL.
 - The Mayors Chaplain traditionally leads the service.
 - Advertises the event, with invitations being sent in the name of the Mayor.

23. Annual Celebration of Service

- 23.1. Traditionally, the annual celebration of service is usually held in the Spring at St Nicholas Church. The Mayor usually meets with their Chaplain to agree on the format, theme and content of the service. The Mayor may choose an alternative venue or not hold a service at all, but should take advice from the Clerk before making a decision.
- 23.2. Councillors are requested to attend regardless of personal, religious or political beliefs.
- 23.3. It is customary to invite representatives from local organisations, dignitaries and residents.
- 23.4. Funding for the service is provided from the Chair's Allowance.
- 23.5. Money received from any collection will be given to the Mayor's chosen charity.
- 23.6. Refreshments to be provided for guests after the service.

24. Attendance at Funerals

- 24.1. The Council may wish to be represented at the funeral of a prominent person; however, in all circumstances, the wishes of the deceased's family should take precedence.
- 24.2. The following guidance is given and may be used where this is consistent with the wishes of the family:
- 24.3. Former Mayors of the Town - The Mayor or Deputy Mayor may attend the funeral, with a wreath sent on behalf of the Council. A Minute's silence may be held at the beginning of an appropriate meeting of the Council at the Mayor's discretion.
- 24.4. Serving Councillors - Depending on the scale of the funeral, the Mayor, Councillors, Clerk and Officers of the Council may attend as a sign of respect, and a wreath may be sent on behalf of the Council.
- 24.5. Former Councillors and prominent local people connected with public life - The Mayor should decide in consultation with the Clerk.
- 24.6. A letter of condolence should be sent on behalf of the Mayor to the next of kin in all the above

cases and other cases that may be considered necessary in the light of prevailing circumstances.

24.7. If the Mayor is invited to a funeral, they should attend purely as a mourner without wearing a badge of office unless the family expresses a wish to the contrary.

25. Review

25.1. This Civic Protocol was presented to the Full Council, for approval and adoption on XX February 2025, minute no. TC 24/XXX.

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

26. References

- 26.1. National Association of Civic Officers
- 26.2. Publication - Civic Ceremonial 5th Edition, Paul Millward
- 26.3. Local Government Act 1972
- 26.4. National Association of Local Councils (NALC)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/348

Paper: H

Subject:	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:	<p>Most parishes within Dorset have or have commenced a Neighbourhood Plan. On 26 January 2021, the Full Council resolved to develop a Neighbourhood Plan for Corfe Mullen.</p> <p>At the time, a Planning Consultant was appointed and a Steering Group established to progress the development of the Plan.</p> <p>The small group of volunteers from within the community, made up the Steering Group. For various reasons and following receipt of a letter from members of the Steering Group dated 11 September 2023, at the Full Council meeting held on 24 October 2023, it was RESOLVED to pause the development of the Neighbourhood Plan until following the 2 May 2024 elections.</p> <p>The area has been designated and registered with Dorset Council as the Unitary Authority, albeit the plan status shows on the Dorset Council website as 'Paused'.</p>
Key Points:	<p>Neighbourhood Plans are a community-led initiative where residents, in collaboration with the Council, outline a vision for future development in Corfe Mullen. It is important for the Council to be engaged in the development of the Plan and for members to work alongside the community volunteers, forming the Steering Group.</p> <p>The plan can cover a variety of aspects, including land use, housing, infrastructure, green spaces, and community services.</p> <p>Council has resolved to recruit a Project and Community Engagement Officer to support and work with a Planning Consultant to develop a Neighbourhood Plan for Corfe Mullen. The role is out to advert with interviews w/c 17 March 2025. 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>The availability of local Planning Consultants is limited, with many already involved in developing Neighbourhood Plans across Dorset. The Council need to draw a line under what has previously taken place, and recommence, with fresh thinking and engaging with the community to get the development of the Plan, back on track.</p>

	<p>The Clerk has contacted a local Planning Consultant based in Bournemouth who has provided a proposal shown in CONFIDENTIAL Appendix 1, for consideration by the Council. The Consultant is content to attend an informal meeting with Council to meet face to face to talk through the development of the Plan and learnings from the previous attempt.</p> <p>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. Further grant funding may be available.</p> <p>Having a well-designed Neighbourhood Plan offers several benefits:</p> <ol style="list-style-type: none"> 1. Community Empowerment <ul style="list-style-type: none"> • Local Decision-Making: A Neighbourhood Plan gives residents a voice in the decisions that affect their area. It empowers them to shape the future of their community by having a direct say in how land is used. • Ownership of Vision: It fosters a sense of ownership and pride among residents as they contribute to drafting a vision that reflects their needs, preferences, and values. 2. Improved Local Infrastructure <ul style="list-style-type: none"> • Better Amenities: The plan can advocate for the creation or enhancement of parks, recreation, and community hubs, improving quality of life for residents. 3. Preserving Local Identity and Character <ul style="list-style-type: none"> • Cultural Heritage Protection: A Neighbourhood Plan can help protect the unique character of a neighbourhood by preventing overdevelopment or inappropriate changes that may disrupt the local heritage or charm. • Design Standards: It allows the community to set design standards for new developments, ensuring that future buildings and renovations align with the neighbourhood's aesthetic and architectural style. 4. Sustainable Development <ul style="list-style-type: none"> • Environmental Planning: Neighbourhood Plans often include sustainability goals, such as promoting green spaces, reducing carbon footprints, and enhancing energy efficiency. This leads to a more environmentally friendly and resilient community. • Green Spaces: Residents can advocate for the preservation of parks, heathland, and open spaces, which provide recreational areas, reduce urban heat islands, and improve overall well-being. 5. Economic Benefits <ul style="list-style-type: none"> • Supporting Local Businesses: The Plan can identify ways to support small businesses and encourage the creation of local jobs, helping to boost the local economy. 6. Better Housing and Development <ul style="list-style-type: none"> • Affordable Housing: The Plan can help ensure that affordable housing options are included in future developments, balancing the need for growth with the need to provide for all income levels in the community. • Balanced Growth: A Neighbourhood Plan can guide development in a way that avoids overcrowding or
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	<p>unsustainable urban sprawl, promoting responsible and balanced growth.</p> <p>7. Improved Social Cohesion</p> <ul style="list-style-type: none"> • Inclusive Planning: A Neighbourhood Plan ensures that the voices of underrepresented groups, such as seniors, young people, or marginalised communities, are heard, ensuring that the neighbourhood is inclusive and accessible to all. <p>8. Enhanced Safety and Security</p> <ul style="list-style-type: none"> • Crime Prevention Through Design: The plan can incorporate crime prevention strategies, such as better street lighting, the design of safer public spaces, and improved visibility, which can contribute to a lower crime rate. • Community Monitoring: With greater involvement in the planning process, residents are more likely to take an active role in maintaining the safety and well-being of their neighbourhoods. <p>9. Health and Well-Being</p> <ul style="list-style-type: none"> • Access to Amenities: A Neighbourhood Plan can prioritise the creation of amenities that improve residents' physical and mental health, such as walking/cycle paths, sports facilities, and community centres. • Healthy Lifestyles: Encouraging active transport, green spaces, and recreational facilities can help foster healthier lifestyles among residents. <p>10. Strengthening Civic Engagement</p> <ul style="list-style-type: none"> • Active Participation: The planning process encourages residents to become more involved in local government and civic matters, promoting a sense of civic duty and active participation. • Ongoing Dialogue: It fosters continuous dialogue between the community and the Council, making it easier to address future concerns or changes as they arise. <p>11. Transparency and Accountability</p> <ul style="list-style-type: none"> • Clear Guidelines: A Neighbourhood Plan provides clear guidelines for future development and policy, helping reduce confusion, disputes, and inconsistencies in planning decisions. • Accountability: Having a publicly available Neighbourhood Plan allows residents to hold local authorities and developers accountable for adhering to the established vision and priorities of the community.
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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 the costs of the expenditure to develop the Neighbourhood Plan.</p> <p>To not proceed with a Neighbourhood Plan would leave developers a blank page from which they can build within the allocation made by the Dorset Local Plan.</p> <p>Increased CIL income to the Town Council from 15% to 25% once adopted.</p> <p>Requires review and update at least every 5 years.</p> <p>A Neighbourhood Plan benefits both the community and local government by creating a roadmap for sustainable development, preserving local identity, and improving the overall quality of life for residents. It encourages collaboration and ensures that development is aligned with the needs and desires of the community, leading to a more resilient, vibrant, and cohesive neighbourhood.</p> <p>The Dorset Local Plan only provides general information whereas a Neighbourhood plan can specify clear policy which developers must adhere to, providing the Parish with control over what impact development has within the Parish.</p> <p>A Neighbourhood Plan will not prevent any allocated development from going ahead, it will merely ensure that development takes place with local knowledge in mind and within tighter constraints.</p> <p>A Neighbourhood Plan cannot specify anything other than what comes under the definition of planning. Therefore, it cannot stipulate the need for schools, doctors' surgeries, or suchlike. These are strategic rather than planning matters and are not in the gift of the Parish to decide.</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:	<p>To APPROVE in principle, a face-to-face informal meeting with Planning Consultant as shown in Appendix 1 with a view to appointment to relaunch and develop the Corfe Mullen Neighbourhood Plan.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/349

Paper: I

Subject:	Items for Approval
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to consider items for approval.
Background:	<p>a) Office Intruder Alarm Upgrade: Annual service was conducted on 22 January 2025. The current intruder alarm keeps going off, out of hours, meaning a member of staff needs to return to the office to resolve. On returning, nothing apparent is highlighted as to why the alarm has gone off and the alarm is reset.</p> <p>As part of the service the supplier has recommended upgrading the current system due to its age and reliability.</p> <p>b) Electric Vehicle (EV) Charging Points: Dorset Council has received Government funding to install more charge points across Dorset working with Joju Charging and Mer and is asking for suggestions of locations for new charging facilities. This is to ensure all Dorset residents have access to public EV charging points regardless of where they live, particularly those living in homes without off-street parking and designated charging spots.</p>
Key Points:	<p>a) Office Intruder Alarm Upgrade:</p> <p>Protected Areas: Replace sensor devices in existing locations including above the Town Clerks office door, in corner of back office and above the back door. Door motion sensors on front and back doors.</p> <p>Control & Indicating Equipment:</p> <p>1 x Texecom Premier Elite 24 Control Panel conforming to EN50131-3 Grade 2 is to be fitted in a new location due to sizing.</p> <p>1 x Surface mounted Proximity keypad to be located in same place as existing.</p> <p>Setting and un-setting will be by entering the premises and presenting a proximity fob to the control panel.</p> <p>Sounder(s): Utilise existing sounder - internal 16ohm speaker located in same place.</p> <p>Setting Device(s): 5 x proximity fobs to be provided.</p> <p>Installation: Supply, Installation and Commissioning of an Audio Only/Monitored Intruder Alarm System to Grade 2</p>

	<p>Option E PD6662:2017, EN50131 and BS8423:201 at a total cost of £681.44</p> <p>b) Electric Vehicle Charging Points: Dorset Council are progressing the next phase of EV charge points to be installed on or near the highway, in community spaces such as village halls, or on private land car parks. Requests to be submitted to Dorset Council via their website https://www.dorsetcouncil.gov.uk/w/electric-vehicle-charge-points or email ElectricVehicles@dorsetcouncil.gov.uk.</p> <p>Further phases to include more council owned public car parks, and other public locations such as country parks, leisure facilities and tourist destinations.</p> <p>Members to consider locations to submit request to Dorset Council for consideration.</p>
Implications:	<p>a) Office Intruder Alarm Upgrade: Unreliable system may lead to the office being unprotected from intruders. Annoyance to neighbouring residents, when the alarm is falsely activated.</p> <p>b) Electric Vehicle Charging Points: Commitment to helping build a greener, more sustainable future for Dorset and an improved charging network for Corfe Mullen residents.</p>
Recommendation:	<p>To APPROVE the following:</p> <ul style="list-style-type: none"> To upgrade office intruder alarm at a total cost of £681.44. To submit locations to Dorset Council for locations of Electric Vehicle Charging Points in Corfe Mullen.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/350

Paper: J

Subject:	To Consider Request from the Corfe Mullen Carnival Committee
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To consider request from the Corfe Mullen Carnival Committee to utilise Council facilities.
Background:	In previous years the Carnival Committee has used the facilities at the Recreation Ground to hold the Carnival, 5k Run and Fun Run during June, which is enjoyed by many in the village along with use of the Council power supply free of charge for the Christmas lights at Windgreen Roundabout.
Key Points:	<p>A request has been received by the Carnival Committee as follows:</p> <ol style="list-style-type: none">1. Confirmation to 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. <i>Football season finishes the second week of May, Corfe Mullen Cricket Club have no fixtures.</i>2. Access to the Grounds teams unit from 10 June 2025 to access the Carnival Committees equipment and use of white line markers. <i>As previously.</i>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. <i>As previously.</i>4. To run a dog show on the Recreation Ground on Carnival Day. Town Council to seek permission from Dorset Council. <i>As previously.</i>5. Unrestricted use of the recreation ground on 17 June 2025 for the 5K run and fun run. <i>Football season finishes the second week of May, Corfe Mullen Cricket Club have no fixtures.</i>6. Assistance of the Grounds team on the 17 June 2025 to trim any low branches, fill divots and assist with line marking. <i>As previously.</i>7. Unrestricted use of the sports Pavilion from 5pm on 17 June 2025. <i>Mini Munchkins hire the Sports Lounge up to 6pm.</i>8. On site security overnight on 13 June 2025 at the Recreation Ground.9. Invitation to the Mayor as a guest and 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. <i>As previously.</i>

Implications:	<p>Increased costs to the Council to supply line marker due to rise in costs of the line marking paint.</p> <p>Increased costs to the Council to provide power supply due to current energy costs.</p> <p>Impact on Grounds Team resources when assisting with set up of Carnival events.</p> <p>If the Council were not to approve the request, this could lead to negative press for the Town Council as the events are well attended and enjoyed by Corfe Mullen residents.</p>
Recommendation:	To APPROVE the request from Corfe Mullen Carnival Committee.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/351

Paper: K

Subject:	To Receive and Note Interim Internal Audit Report
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To provide the Council with assurance that the records and systems in place are in accordance with the requirements of the Audit and Accounts Regulations 2015 and Practitioners Guide 2024.
Background:	<p>At the Annual Town Council meeting held on 14 May 2025, Council appointed a new Internal Auditor, Tim Light, Lightatouch.</p> <p>The new Internal Auditors first visit on site was on 5 February 2025, to carry out the interim internal audit for the 2024/25 financial year, ahead of year end.</p> <p>The Internal Auditor will be on site again on 30 April 2025, to complete the final year end audit for preparation of the Annual Governance & Accountability Return (AGAR) to be submitted for approval by Full Council prior to submission to External Audit, BDO LLP.</p>
Key Points:	<p>Interim Internal Audit Report shown in Appendix 1.</p> <p>Schedule of actions resulting from the Interim Internal Audit Report shown in Appendix 2. Schedule/progress of actions to be monitored by the Finance & Administration Committee.</p> <p>Ahead of 2024/25 financial year end processing, Council to review and approve:</p> <ul style="list-style-type: none">• the appointment or continuing appointment of the Internal Auditor.• that the Internal Auditor is independent of the Council.• the effectiveness of the Internal Audit. <p>Council should review and approve the above points each financial year.</p>
Implications:	<p>Internal Audit provides a good basis for Councils to make improvements, and their recommendations should not be ignored.</p> <p>The interim audit enables recommendations to be progressed ahead of final year end audit.</p> <p>Current Internal Audit fees at £1600+VAT per financial year. Should Council wish to reappoint the same Internal Auditor for the 2025/26 financial year, a quotation and letter of engagement will need to be received and reviewed/approved by Council. The Internal Auditor may not have the capacity to continue, and an alternative may need to be considered, albeit Auditors are limited in Dorset.</p>

Recommendation:	<ul style="list-style-type: none"> • To Receive and NOTE Interim Internal Audit Report for 2024/25 financial year. • To NOTE actions from the Interim Internal Audit Report for 2024/25 financial year. • To Consider and Record the Internal Auditor is independent of the Council. • To Consider and Record the effectiveness of the Internal Audit. • To APPROVE the continuing appointment of the Internal Auditor, Tim Light, Lightatouch, subject to quotation and letter of engagement being obtained.
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7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

7 February, 2025

The Town Clerk

Corfe Mullen Town Council

21 Towers Way

Wimborne

BH21 3UA

Dear Catherine

Interim Internal Audit Report

Corfe Mullen Town Council – April 2024 to December 2024

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2024-25 Annual Governance and Accountability Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

Corfe Mullen Town Council has income and expenditure of between £500,000 and £600,000 and is subject to review by the External Auditor, BDO. The Accountability and Governance Annual Return has been submitted to the External Auditor. The Council had two “other matter” from the External Auditor which states:

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

Best practice guidance suggests that authorities should, at least annually, carry out a review of the appropriateness of the overall internal audit arrangements. The council have not minuted the reappointment/appointment of the internal audit for 2023-2024, nor the considerations of the internal auditor independence and competence.

(Audit Note: These matters will be resolved before the submission of the Annual Governance and Accountability Return 2024-2025).

The Council is a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on Scribe Software.

An introductory visit was held with the Town Clerk on Wednesday 24 July 2024 to confirm the arrangements for the Internal Audit for 2024-2025. This set out the requirements for the internal audit review 2024-2025, the timescale for the first visit and background information of the Town Council.

The Town Council use Scribe software to record its financial management information in 2024-2025. This bespoke software for Local Councils is suitable to record the financial transactions and records financial management information for the Town Council's needs. It is assessed a sound system for recording financial data and in our opinion, it is fit for purpose to produce provide robust financial management reports.

We agreed with the Town Clerk the need to maintain adequate systems of control and that the internal audit reviews will focus on checking and validating internal control systems in use at the Town Council including transactional elements of the financial accounts.

This first interim internal audit visit was agreed with the Town Clerk to be carried out on Wednesday 05 February 2025.

The Town Clerk provided read only access to the Scribe software in advance of the review for the period April 2024 to December 2024 to support the current governance and financial management position of the Council.

We are pleased that the financial health of Town Council is monitored on a regular basis and the Town Clerk has considered both its current reserves and cash holding position whilst preparing the budget for 2025-2026.

We have discussed with the Town Clerk the current earmarked reserves position and we are pleased to report that careful management of these funds has been noted.

The Town Clerk has commented that a predicted underspend at year end of £130,000, with £80,000 being used to meet the deficit in the 2025-2026 budget and precept setting. Any remaining underspend will be transferred into the earmarked reserves to support the sports pavilion project. This approach is being taken to show transparency for the level of reserves being held for the project and to reduce the level of borrowing required when commencing the project.

We are also pleased to note that the Council follow the best practice guidelines detailed in the Practitioners Guide 2024 which recommends that a minimum of 3 to 6 months of expenditure totals should be held as general reserves to ensure financial stability.

(Audit Note: The Town Council should continue to be mindful that the budget and precept setting for 2026-2027 should not have a negative effect on reserves, particularly where is likely that work will commence of the Pavilion project. There must be overall certainty for the grant funding of this project, although it is noted that the Council will explore the potential for a PWLB loan to supplement any shortfall in earmarked reserves at the commencement of the project).

(Audit Note: The Town Council should seek caution to ensure that its long-term funding of this project can be sustained with the likelihood of capital repayments on any PWLB over 25 to 30 years, what future increases will be required in precept to maintain payment and to ensure it retains reserves to fund new projects and unexpected revenue expenditure).

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Town Council's internal control framework. This internal audit report is based on the audit testing carried out at the review.

During this review we checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income and Expenditure
- VAT claims
- Insurance
- Budgets and Reserves
- Payroll
- Transparency of the Council website

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

We are pleased to report the good practice points set out below.

Good practice

- The Council maintains its books and records on Scribe software.
- The Council is aware of the requirements of GDPR.
- The Council is registered with the ICO.

- Details of total payments authorised at meetings are recorded in the Minutes.
- All records were up to date and easy to follow.
- Sales invoices are raised and were traced to the financial ledger
- Purchase invoices are raised and were traced to the financial ledger.
- The budgeting process is detailed and monitored.
- Contract details are appropriate and in line with the requirements of Financial Regulations
- Bank reconciliations are carried out promptly each month and were accurate.
- The Town Council takes an active scrutiny role.
- VAT claims are appropriate and made regularly.
- Insurance cover is sufficient for the size of the Town Council
- Payroll information is calculated correctly, showing appropriate deductions for PAYE, National Insurance and Pension Contributions
- Income and Expenditure items were traced and are recorded correctly in the financial ledger
- Minutes are signed by the Chairman as evidence of decisions taken by the Council.
- The Council remain compliant with the requirements of the Transparency Code 2015

Recommendations

Reserves

- General Reserves holdings should sustain sufficient funds to pay contractors and suppliers but is balanced to maximise the impact to encourage opportunities for growth and to earmark funds for future projects.

(Audit Note: The Town Council should be mindful that the Practitioners Guide 2024 paragraph 5.35 guidance recommends: “any authority with income and expenditure in excess of £200,000 should plan towards 3 to 6 months equivalent general reserve”).

Budget Setting and Precept

- Budget and Precept setting for 2026-2027 should be approved that does not have a negative effect on reserves.

Other matters to be brought to the Council’s attention

- The Town Clerk has given careful consideration when budget setting for 2025-2026 that the Chancellor has increased the Employers NI rate from 13.8% to 15% from April 2025. The Council should also take note that there is a reduction in the per employer threshold at which employers pay national insurance to £5000 so these will have an impact on budget setting and potential Precept calculations. ***(Audit Note: The Town Clerk is aware of the increase that are required to the salary budget for 2025-2026).***
- The Council have provided evidence of the posting date for the Exercise of Public Rights in 2024 and will be able to tick “Yes” to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2024-2025 to comply with the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick “Yes” to Control Objective M on the Annual Internal Audit Report 2024-2025.
- We note that the risk assessment for 2024-2025 has been approved at the full Town Council meeting on the 26 November 2024. We are satisfied that the Council can tick “Yes” to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2024-2025 to comply with the requirements for the External Auditor. We will tick “Yes” to Control Objective C on the Annual Internal Audit Report 2024-2025.
- The Town Clerk will need to ensure that the Asset Register is kept up to date to record the value of new purchases. This will ensure that the totals reflected in the End of Year figures for Box 9 on Section 2 Accounting Statements are accurate for reporting to the External Auditor. The Asset Register should be reviewed and approved by the full Town Council before the 31 March 2025.

(Audit Note: We understand that the Town Clerk is currently reviewing items that are recorded on the Asset Register to ensure they remain appropriate. We discussed the opportunity to introduce physical checks on all items recorded on the Asset Register each year which should be noted on the Asset Register).

- The Town Council is currently upgrading its website. Its new website provider is aware of the changes to adhere to the requirements set out in the website accessibility rules. The Town Council website should now meet the new WCAG 2.2 AA standard for website accessibility. ***(The Town Clerk has confirmed this will be part of the new website configuration along with the new requirements for accessibility).***
- New requirements to be introduced into the Practitioners Guide 2025 and applied from April 2025 require all Council to introduce an IT Policy. ***(Audit Note: We have discussed this with the Town Clerk and would recommend that this is introduced in line with the new requirements during 2025-2026).***
- It is good practice to introduce Councillor scrutiny checks on the payment process where an audit walk-through test is undertaken on a selected sample of payments from the original decision to spend to the payment recorded on the bank account bank statement. ***(Audit Note: We discussed this with the Town Clerk who has an action to introduce this additional control for payments in the near future).***
- A business continuity plan and disaster recovery policy should be introduced to reduce to inform staff, Councillors and stakeholders the procedures in place to ensure that the Council can continue to operate in a period of crisis. ***(Audit Note: We discussed this with the Town Clerk who has an action to introduce this policy for the Town Council in the near future).***
- The Town Clerk will introduce a stamp to be used on invoice and payment vouchers which confirms that goods and services have been “**checked and agreed**” as per the requirements of Financial Regulations 6.2. This will enhance the payment controls to provide evidence that goods and services are appropriate before the payment is made to the bank.
- The External Auditor has indicated as part of their intermediate audit review for 2023-2024 that it is best practice that Authorities should review and approve each financial year:
 - the appointment or continuing appointment of the Internal Auditor.
 - that the Internal Auditor is independent of the Council.
 - the effectiveness of the Internal Audit.

(Audit Note: We recommend that to continue to meet these best practice requirements the Town Council should consider approving and recording these details in the Minutes of the full Town Council in each financial year).

We also remind the Town Council that:

- using the Income and Expenditure method of recording any CiL or S106 monies not used in the financial year should be recorded in Earmarked Reserves.
- the Insurance renewal details should be reviewed and recorded in the minutes of the Council or Committee in each financial year, even if locked in a three-year agreement.

Conclusion

Based on the tests we have carried out at this interim internal audit review, in our view, the internal control procedures in operation are adequate to meet the needs of Corfe Mullen Town Council except where we have made recommendations in this report. We have made these recommendations to remind the Town Council to strengthen existing internal controls to protect the financial security of the Town Council for future years.

Next visit

The next internal audit review has been arranged for **Wednesday 30 April 2025.**

At this review detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash.
- Investments
- Income and Expenditure
- Reserves
- Payroll
- Asset Register
- VAT claims
- Transparency Code Regulation 2015
- Budget 2025-2026
- Preparation for End of Year Procedures.

Next Steps

This report should be noted and taken to the next meeting of the full Town Council.
They should decide what action will be taken on the recommendations we have made.

Tim Light FMAAT
Internal auditor

Appendix 2 – Actions from Interim Internal Audit – 5 February 2025

No.	Category	Internal Audit Recommendation	Clerks Comments	Status
1.	External Audit, BDO 2023/24 Comments	<p>To be in line with best practice we recommend that when minuting the appointment of the Internal Auditor the Council record that they have considered the independence of the appointed auditor on an annual basis.</p> <p>Best practice guidance suggests that authorities should, at least annually, carry out a review of the appropriateness of the overall internal audit arrangements. The council have not minuted the reappointment/ appointment of the internal audit for 2023-2024, nor the considerations of the internal auditor independence and competence.</p> <p>These matters will be resolved before the submission of the Annual Governance and Accountability Return 2024-2025.</p>	<p>Appointment of Internal Audit: At the Annual Town Council meeting held on 14 May 2025, it was RESOLVED to APPROVE the appointment of the Council's Internal Auditor, Tim Light, Lightatouch, for the financial year from 1 April 2024 to 31 March 2025 at a total cost of £1600 excluding VAT.</p> <p>Independence and Competence: As part of the appointment of the new internal auditor in May 2024, JPAG best practice guidance was followed in terms of competency, CV provided with a letter of engagement received.</p> <p>The independence of the Internal Auditor to be minuted as part of the review of the Interim Internal Audit Report.</p>	Open
2.	Reserves/Pavilion Redevelopment Project	<p>The Council should continue to be mindful that the budget and precept setting for 2026/27 should not have a negative effect on reserves, particularly where is likely that work will commence of the Pavilion project. There must be overall certainty for the grant funding of this project, although it is noted that the Council will explore the potential for a PWLB loan to supplement any shortfall in earmarked reserves at the commencement of the project.</p>	<p>As part of 2024/25 year end processing, any underspend to be transferred to the earmarked reserves for the Pavilion Redevelopment Project, in addition to ensuring the Council holds 3-6 months operating costs and circa £80,000 to meet the deficit of the 2025/26 financial year budget/precept.</p> <p>As soon as public consultation commences and an architect/project</p>	Open

No.	Category	Internal Audit Recommendation	Clerks Comments	Status
			manager appointed, grant funding/PWLB to be explored.	
3.	Pavilion Redevelopment Project	The Council should seek caution to ensure that its long-term funding of this project can be sustained with the likelihood of capital repayments on any PWLB over 25 to 30 years, what future increases will be required in precept to maintain payment and to ensure it retains reserves to fund new projects and unexpected revenue expenditure.	Council to consider the impact of the budget/precept, by ensuring any underspend is held in the earmarked reserves for the project and to manage/set expectations of the redevelopment against a realistic financial envelopment for the project	Open
4.	Reserves	The Council should be mindful that the Practitioners Guide 2024 paragraph 5.35 guidance recommends: 'any authority with income and expenditure in excess of £200,000 should plan towards 3 to 6 months equivalent general reserve'.	At 2024/25 financial year end, the Council are predicted to hold general reserves to cover operating costs and meet deficit of the 2025/26 financial year budget deficit of between 3-6 month.	Open
5.	Employee Costs/NI	The Town Clerk is aware of the increase that are required to the salary budget for 2025/26.	Increase in employer NI contributions and employee thresholds were considered as part of the budget setting process with additional expenditure allocated in the 2025/26 financial year budget.	Closed
6.	Asset Register	We understand that the Town Clerk is currently reviewing items that are recorded on the Asset Register to ensure they remain appropriate. We discussed the opportunity to introduce physical checks on all items recorded on the Asset Register each year which should be noted on the Asset Register.	In line with the previous Internal Auditors comments relating to the threshold for items listed on the Asset Register above £250, review of items is in progress along with inventory of Council property/items.	Open
7.	Website Accessibility	The Town Clerk has confirmed this will be part of the new website configuration along with the new requirements for accessibility.	Redesign and appointment of new website provider will ensure the Council's website meets the new WCAG 2.2 AA standard for website accessibility.	Open

No.	Category	Internal Audit Recommendation	Clerks Comments	Status
8.	IT Policy	We have discussed this with the Town Clerk and would recommend that this is introduced in line with the new requirements during 2025/26.	To be progressed.	Open
9.	Expenditure	We discussed this with the Town Clerk who has an action to introduce this additional control for payments in the near future.	Policy to be drafted for members of the Finance & Administration Committee to complete transaction testing. Draft policy to be considered by the Committee and approved by Full Council in April 2025.	Open
10.	Internal Audit	We recommend that to continue to meet these best practice requirements the Town Council should consider approving and recording these details in the Minutes of the full Town Council in each financial year.	The appointment or continuing appointment of the Internal Auditor, there independent of the Council and effectiveness to be minuted as part of the review of the Interim Internal Audit Report.	Open



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/352

Paper: L

Subject:	Accessibility Statement
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To consider and approve updated Accessibility Statement to be displayed on the redesigned Council website with effect from 27 February 2025.
Background:	<p>Ensuring that local authority websites are accessible is crucial for providing equal access to information and services for all users, including those with disabilities. In the United Kingdom, public sector bodies are required to adhere to specific accessibility standards and guidelines.</p> <p>Legal Requirements: Under the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, public sector websites and mobile applications must meet the Web Content Accessibility Guidelines (WCAG) 2.2 Level AA standards. These guidelines cover various aspects of web accessibility, including text alternatives for non-text content, adaptable layouts, and accessible navigation.</p> <p>Accessibility Statements: Local authorities are mandated to publish an accessibility statement on their websites. This statement should detail the website's accessibility status, outline any known issues, and provide information on how users can report accessibility problems. The statement must be easily accessible and linked from every page of the website.</p> <p>Understanding accessibility requirements for public sector bodies</p> <p>Best Practices:</p> <p>To ensure compliance and enhance usability, local authorities should:</p> <ul style="list-style-type: none">• Conduct Regular Accessibility Audits: Regularly assess the website using automated tools and manual testing to identify and address accessibility issues.• Involve Users with Disabilities: Engage individuals with disabilities in the testing process to gain insights into real-world accessibility challenges.• Provide Alternative Formats: Offer content in multiple formats, such as text, audio, and video, to accommodate diverse user needs.• Ensure Compatibility with Assistive Technologies: Verify that the website functions seamlessly with screen readers, magnifiers, and other assistive devices.• Offer Training and Resources: Equip staff with the knowledge and tools necessary to maintain and improve web accessibility. <p>By adhering to these guidelines and best practices, local authorities can create more inclusive and user-friendly websites that serve the entire community effectively.</p>

Key Points:	Please see attached Accessibility Statement shown in Appendix 1.
Implications:	<p>Legal Risks: by law, the Council must meet accessibility standards (WCAG – Web Content Accessibility Guidelines). Failure to comply can lead to lawsuits, fines, or legal actions from individuals or advocacy groups representing people with disabilities.</p> <p>Exclusion of Users: can prevent users with disabilities (e.g., visual, auditory, cognitive, or motor impairments) from accessing or fully engaging with the content, which can lead to exclusion.</p> <p>Reputation Damage: Failing to make the Council's website accessible can harm the reputation of the Council. Residents may feel alienated if they cannot use the website properly.</p> <p>Poor User Experience: website without accessibility features may frustrate users who have difficulty navigating the website, reducing overall user satisfaction and engagement.</p>
Recommendation:	To APPROVE Accessibility Statement.



CORFE MULLEN TOWN COUNCIL

Website Accessibility Statement

www.corfemullen-tc.gov.uk

1. Introduction

Corfe Mullen Town Council (the 'Council') want as many people as possible to be able to use their website. For example, that means users should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

The website has been developed to ensure the text is as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

2. How accessible is the Council website

Some content uploaded onto the website may not be fully accessible:

- older PDF documents are not fully accessible to screen reader software
- there is a limit to how far you can magnify the map on our 'Contact us' page, which is provided by a third party (Google)

3. What can users do if they cannot access parts of the website

If users need information on the website in a different format like accessible PDF, large print, easy read, audio recording or braille:

Email: office@corfemullen-tc.gov.uk

Call: 01202 698600 (Lines open Monday to Thursday 9am to 2pm)

Write to us or visit us at: Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA

The Clerk will consider your request and get back to you within 10 working days.

4. Reporting accessibility problems with the website

The Council are always looking to improve the accessibility of its website. If users find any problems not listed above or think the website is not meeting accessibility requirements, please contact:

Town Clerk
Corfe Mullen Town Council
Council Office
Towers Way
Corfe Mullen
Wimborne

Dorset
BH21 3UA

Email: office@corfemullen-tc.gov.uk

Call: 01202 698600 (Lines open Monday to Thursday 9am to 2pm)

5. Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If users are not happy with how the Council responds to complaints, [contact the Equality Advisory and Support Service \(EASS\)](#).

6. Contacting the Council by phone or visiting in person

The Council office does not currently have a hearing loop. Please contact the Council office before visiting, the office will try to arrange a British Sign Language (BSL) interpreter.

Find out how to contact us <https://www.corfemullen-tc.gov.uk/contact/>

7. Compatibility with browsers and assistive technology

The Council website is designed to be compatible with the following technologies:

- Mobile telephones
- PC and MAC computers
- Tablet devices
- All known internet browsers
- Screen readers

8. Technical information about the website's accessibility

The Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website framework is compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard. For example, buttons are placed consistently to ensure other buttons and links are not blocked, changes have been made to non-text content and improved navigation.

Some content is partially compliant, due to the non-compliance listed below.

9. Non accessible content

Some pages may contain attachments which may not be currently compliant, such as:

- There may be pages with read more/click here links. [See WCAG 2.4 Success Criterion 4.4 \(Link Purpose \(In Context\)\)](#)
- There may be some pages where HTML is not perfectly formed, such as stray end tags. [See WCAG 2.1 success criterion 4.1.1 \(Parsing\)](#).
- Many of our older PDFs and Word documents do not meet accessibility standards, for example, they may not be structured so they are accessible to a screen reader. [See WCAG 2.1 success criterion 4.1.2 \(name, role value\)](#).
- Content produced by third parties or using third party software.

10. Non-compliance with the accessibility regulations

The Council does all it can to identify content that is non-compliant.

Some images on the website pages may not have a text alternative, so the information on them is not available to people using a screen reader. [See WCAG 2.1 success criterion 1.1.1 \(non-text content\)](#).

When the Council publishes new content, it will make sure the use of images meets accessibility standards.

11. Disproportionate burden

The Council has not identified any areas that they believe constitute a disproportionate burden.

12. Content that is not within the scope of the accessibility regulations

PDFs and other documents

Not all documents on the website are created by the Council. Some documents and content may be created by third parties or using third party software. Where this is the case the Council will endeavour, on request, to obtain an accessible copy from the original source or to convey the information contained in the document in an accessible way.

Many of the Councils older PDFs and Word documents do not meet accessibility standards, for example, they may not be structured so they are accessible to a screen reader. [See WCAG 2.1 success criterion 4.1.2 \(name, role value\)](#).

The [accessibility regulations](#) do not require the Council to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing its services.

Some PDFs and Word documents are essential to providing the Councils services. For example, PDFs with information on how users can access the Councils services, and forms published as Word documents.

Any new PDFs or Word documents created by the Council will meet accessibility standards.

13. How the website is tested

The website was last tested in XXXX. Tests were carried out by both internal systems and the Council's website provider, Aubergine 262 Ltd.

Tests will continue to be undertaken at least once a quarter.

14. What's being done to improve accessibility

The Council are working continually to improve the accessibility of its website.

Staff training will be provided to ensure that all new content added meets accessibility criteria.

Quarterly reports are run to identify and address accessibility issues.

15. Review

The Accessibility Statement was presented to the Full Council, for approval and adoption on XX February 2025, minute no. TC 24/XXX.

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

16. References

[The Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 25 February 2025

Agenda Item: TC 24/353

Paper: M

Subject:	Transparency Code
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To consider and approve Transparency Code to be published on the redesigned Council website with effect from 27 February 2025.
Background:	<p>The Local Government Transparency Code 2015 is a document issued by the UK government that sets out the transparency requirements for local authorities in England. Its aim is to improve accountability, efficiency, and public trust in local government by requiring certain data to be published online.</p> <p>Key Objectives:</p> <ul style="list-style-type: none">• Ensure Transparency of Local Government Activities: The Code mandates local authorities to publish key data on their activities, so that residents can better understand the decisions made and hold their councils accountable.• Promote Accountability: By making information publicly accessible, the code enhances the accountability of local councils to their residents.• Encourage Data Usage for Better Services: The information published should help local communities and organisations to make informed decisions and identify opportunities for improvement. <p>The Code outlines specific types of data that must be published by local authorities, divided into mandatory and discretionary categories, albeit recommended as best practice.</p> <p>The data should be published regularly, ideally updated on a monthly or quarterly basis, and should remain available for at least two years.</p> <p>Local authorities are required to publish the data on their websites. It must be easily discoverable and accessible by the public.</p>
Key Points:	<p>Please see attached Transparency Code shown in Appendix 1.</p> <p>Items highlighted in red to be linked to information/document on the website.</p>

Implications:	<p>Improved Trust and Accountability: By providing access to data, the public can hold councils to account for how they are spending public money and making decisions.</p> <p>Enforcement: Although the Code provides clear guidelines for local authorities, compliance is not always mandatory for smaller councils. However, it is expected that most local authorities will comply voluntarily. Failure to comply with transparency requirements may result in public criticism or reduced trust from residents.</p>
Recommendation:	To APPROVE Transparency Code.



CORFE MULLEN TOWN COUNCIL

Transparency Code

1. INTRODUCTION

The Local Government Transparency Code 2015 (the Code) came into effect on 1 April 2015. The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980. The Code replaces any previous codes issued in relation to authorities in England under those powers.

The Code does not replace or supersede the existing framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community Regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

Corfe Mullen Town Council (the 'Council') meets the definition of a local authority covered by the requirements of the Code, as it is defined as 'a parish council which has gross annual income or expenditure (whichever is higher) exceeding £200,000'.

The Code requires local authorities in England to publish the following information quarterly:

- Expenditure Exceeding £500
- Government Procurement Card transactions
- Procurement information

Additionally, local authorities are required to publish the following information annually:

- Local Authority Land
- Social Housing Assets
- Grants to voluntary, community and social enterprise organisations
- Organisational Chart
- Trade union facility time
- Parking account
- Parking spaces
- Senior salaries
- Constitution
- Pay multiple
- Fraud

The Council complies with the requirements of the Code by publishing this information on its website. Full details of the [Local Government Transparency Code](#).

2. PAYMENTS OVER £500

The Council publishes details of **payments over £500** on its website.

3. GOVERNMENT PROCUREMENT CARD TRANSACTIONS

The code requires that local authorities must publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:

- Date of the transaction
- Local authority department which incurred the expenditure
- Beneficiary
- Amount
- Value Added Tax (VAT) that cannot be recovered
- Summary of the purpose of the expenditure
- Merchant category

The Council does not use a Government Procurement Card and therefore has no information to publish.

4. PROCUREMENT INFORMATION

The code requires that local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details must be published:

- Reference number
- Title
- Description of the goods and/or services sought
- Start, end and review dates
- Local authority department responsible

The code requires that local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.

For each contract, the following details must be published:

- Reference number
- Title of agreement
- Local authority department responsible
- Description of the goods and/or services sought
- Supplier name and details
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract
- Value Added Tax (VAT) that cannot be recovered
- Start, end and review dates
- Whether or not the contract was a result of an invitation to quote or a published invitation to tender
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number

The Council provides *details of invitations to tender and contracts* when they are published.

5. LOCAL AUTHORITY LAND

The Code requires that local authorities must publish details of all land and building assets including:

- All service and office properties occupied or controlled by user bodies, both freehold and leasehold
- Any properties occupied or run under Private Finance Initiative contracts
- Garages unless rented as part of a housing tenancy agreement
- Surplus, sublet or vacant properties
- Undeveloped land
- Serviced or temporary offices where contractual or actual occupation exceeds three months

All future commitments, for example under an agreement to lease, from when the contractual commitment is made. For each land or building asset, the following information must be published together in one place:

- Unique Property Reference Number
- Unique asset identity
- Name of the building/land or both
- Street number(s)
- Post town
- United Kingdom postcode
- Map reference – either Ordnance Survey or ISO 6709

Whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:

For freehold assets:

- Occupied by the local authority
- Ground leasehold
- Leasehold
- Licence
- Vacant

For leasehold assets:

- Occupied by the local authority
- Ground leasehold
- Sub leasehold
- Licence

For other assets:

- Free text description e.g. Rights of way, access, etc.

The Council publishes this information on its **asset register**.

6. SOCIAL HOUSING ASSETS

The code requires that local authorities must publish details of the value of social housing stock that is held in their Housing revenue Account. The following social housing stock data must be published:

- Valuation data to be listed at postal sector level
- Valuation data for the dwellings using both Existing Use Value for Social Housing and market value as of 1 April
- An explanation of the difference between tenanted sale value of dwellings within the Housing revenue Account and their market sale value

The Council does not hold any social housing stock and therefore has no information to publish.

7. GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS

The code requires that local authorities must publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:

- Tagging and hence specifically identifying transactions which relate to voluntary, community or social enterprise organisations within published data on expenditure over £500 or published procurement information, or
- By publishing a separate list or register

For each identified grant, the following information must be published as a minimum:

- Date the grant was awarded
- Time period for which the grant has been given
- Local authority department which has awarded the grant
- Beneficiary
- Beneficiary's registration number (where applicable)
- Summary of the purpose of the grant
- Amount

The Council publishes this information under **Grants**.

8. ORGANISATIONAL CHART

The Council's **organisational chart**.

9. TRADE UNION FACILITY TIME

The Code requires that local authorities must publish the following information on trade union facility time:

- Total number (absolute number and full time equivalent) of staff who are union representatives
- Total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties
- Names of all trade union represented in the local authority
- A basic estimate of spending on unions
- A basic estimate of spending on unions as a percentage of the total pay bill

The Council does not have any staff member who represents a union or devotes any time to union duties. Therefore, the Council has no information to publish.

10. PARKING ACCOUNT

The Code requires that local authorities must publish on their website, or place a link on their website to this data if published elsewhere:

- A breakdown of income and expenditure on the authority's parking account, including details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices
- A breakdown of how the authority has spent a surplus on its parking account

The Council does not have a parking account and has no chargeable on-street parking nor enforcement rights to issue Penalty Charge Notices. Therefore, the Council has no information to publish.

11. PARKING SPACES

The Code requires that local authorities must publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking spaces are not marked out in individual parking bays or spaces.

The Council does not have any parking spaces and therefore has no information to publish.

12. SENIOR SALARIES

Local authorities are already required to publish, under the Accounts and Audit Regulations 2015, the following information with regard to senior salaries:

- The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- Details of remuneration and job title of certain senior employees whose salary is at least £50,000
- Employees whose salaries are £150,000 or more must also be identified by name
- In addition to this requirement, local authorities must place a link on their website to published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000.

Currently, the Council has one post where remuneration is £50,000 or greater. The post of the Town Clerk sits within the bracket of £50,000 to £55,000.

The Town Clerk's principal areas of responsibility are:

- Takes strategic and operational management responsibility for all the work of the Council.
- Responsible for the Council's budget, managing the Council's workforce, attending meetings of the Council and advising members and ensuring that the Council acts legally at all times.
- Acting as the Council's Proper Officer and as such is under a statutory duty to carry out all the functions, and in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer.
- Responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out and advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities and to produce the information required for making effective decisions and to implement constructively all decisions.
- Accountable to the Council for the effective management of all its resources.
- As the Responsible Financial Officer as defined in the current Accounts and Audit Regulations is responsible for all the financial processes, administration and records of the Council.

The Council does not pay bonuses or benefits in kind to employees.

13. CONSTITUTION

Local authorities are already required to make their constitution documents available for inspection at their offices under section 9P of the Local Government Act 2000. Local authorities must also, under the Code, publish their constitution on their website.

The Council's constitution is made up of the **Standing Orders, Financial Regulations and Code of Conduct.**

14. PAY MULTIPLE

The Code requires local authorities to publish the pay multiple on their website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce.

The measure must:

- Cover all the elements of remuneration that can be valued
- Use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year
- Exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure

The Council's pay multiple as of 1 April 2024 is 1.42.

15. FRAUD

The code requires local authorities to publish the following information about their counter fraud work:

- Number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers
- Total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud
- Total number (absolute and full time equivalent) of professionally accredited counter fraud specialists
- Total amount spent by the authority on the investigation and prosecution of fraud
- Total number of fraud cases investigated

The Council has no staff members undertaking fraud investigation work and therefore has no information to publish.

16. COMMUNITY INFRASTRUCTURE LEVY

The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new developments in their constituencies to help them deliver the infrastructure provision needed to support these areas. In accordance with Regulations 59A and 59B of the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019, Dorset Council, as the Unitary Authority, must pay 15% of the levy collected to the relevant parish council. The Council must use the receipts passed to it by Dorset Council to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure. Regulation 121B requires a parish council to prepare an annual report for any financial year in which it receives CIL receipts.

A list of CIL payments received and held in Earmarked Reserves.

17. Review

This Transparency Code was presented to the Full Council, for approval on XX February 2025 minute no. TC 24/XXX.

The Code will be reviewed annually or when any changes are made, whichever is sooner.

18. References

[Local Government Transparency Code 2015](#)