



### **NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **CORFE MULLEN TOWN COUNCIL**  
Time... **19:00**  
Date... **Tuesday 22 April 2025**  
Place... **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

**Catherine Horsley**  
**Town Clerk & RFO**  
**15 April 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 24/388** **Welcome to Leader of Dorset Council, Cllr Nick Ireland** – Cllr Ireland to address Council and answer any questions from members and/or public participants
- TC 24/389** **To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/390** **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 24/391** **Paper A – To Approve minutes of the Town Council meeting held on 25 March 2025** – LGA 1972, sch 12, para 41
- TC 24/392** **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 24/393** **Paper C - To Approve Bank Reconciliation for March 2025**
- TC 24/394** **Paper D – To Note the already Approved minutes of Committees:**

- Finance & Administration Committee – 7 January 2025
- Planning & Highways Committee – 11 March 2025
- TO FOLLOW - Staffing Committee – 20 March 2025
- Planning & Highways Committee – 25 March 2025

<b>TC 24/395</b>	<b>Paper E – TO FOLLOW - To Approve Recommendations from the recent Finance &amp; Administration Committee</b>
<b>TC 24/396</b>	<b>Paper F – To Consider and Approve New Tree Management Policy</b>
<b>TC 24/397</b>	<b>Paper G – To Consider and Approve Next Steps for Installation of Speed Indicator Devices (SIDs)</b>
<b>TC 24/398</b>	<b>Paper H – To Consider and Approve the Council's Membership to the Open Spaces Society</b> – Cllr J Bonham
<b>TC 24/399</b>	<b>Verbal – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites</b>
<b>TC 24/400</b>	<b>Paper I – To Note Update on Usage of the Council's Electronic Communications</b>
<b>TC 24/401</b>	<b>Verbal – To Note any updates from Representatives to Outside Bodies</b>
<b>TC 24/402</b>	<b>Verbal - To Note the update from the Climate Change Working Party</b> – Cllr P Neil
<b>TC 24/403</b>	<b>Verbal – To Note Clerk's Update</b>
<b>TC 24/404</b>	<b>Verbal – To Note Mayor's Report</b>
<b>TC 24/405</b>	<b>Verbal – To Note Dorset Councillors Report</b>
<b>TC 24/406</b>	<b>Verbal – Matters for Forthcoming Agendas</b> No decisions can be taken <sup>1</sup>
<b>TC 24/407</b>	<b>To Agree a date and time for the next meeting</b> – Tuesday 13 May 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.
<b>TC 24/408</b>	<b>To Resolve to exclude members of the press and public</b> – to agree that agenda item TC 24/409 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.
<b>TC 24/409</b>	<b>Paper J – TO FOLLOW - To Approve Recommendations from the recent Staffing Committee</b>
<b>TC 24/410</b>	<b>Close of meeting</b>

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



**Minutes of the Meeting of Corfe Mullen Town Council**  
**held on Tuesday 25 March 2025 at 20:20 in the Small Hall of the Village Hall**

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

**In Attendance:**       Catherine Horsley (Town Clerk)  
Rachel Virrill (Senior Administrator) - Minute Taker

**Public Participation**

There were no members of the public present.

**TC 24/364    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Sowry-House and Florek who were attending an urgent Full Council meeting at Dorset Council in their roles as Ward Councillors, and Cllr Cuckston who had a prior commitment.

**TC 24/365    To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**TC 24/366    Paper A – To Approve minutes of the Town Council meeting held on 25 February 2025 – LGA 1972, sch 12, para 41**

The minutes of the meeting held on 25 February 2025 were **APPROVED**.

**TC 24/367    Paper B – To Approve Accounts for Payment**

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £38,237.08.

**TC 24/368    Paper C - To Approve Bank Reconciliation for February 2025**

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

**TC 24/369 Paper D – To Note the already Approved minutes of Committees:**

- Staffing Committee – 12 December 2024
- Planning & Highways Committee – 11 February 2025
- Planning & Highways Committee – 25 February 2025

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

**TC 24/370 Paper E – To Agree How to Proceed with the Appointment of Neighbourhood Planning Consultant**

The Clerk provided feedback from the Planning Consultant following the informal meeting prior to the Full Council meeting, whereby the Consultant confirmed he was involved in developing several other plans across the south and felt in order to focus on an explanatory project for Corfe Mullen, the timeline to commence work would not be until later in the year and questioned whether the Council were content with this approach.

Members discussed the benefits of appointing a planning consultant, the timeline and should the Council not proceed with developing a Neighbourhood Plan due to time, resources and lack of community engagement, alternative options were available. Therefore, the work conducted as part of the exploratory project would not be wasted.

Cllr Craven queried whether the Consultant fees would be covered by a locality grant, as previously. The Clerk explained the government had yet to confirm if grant funding would be available via locality for the 2025/26 financial year and clarified that the exploratory project would not be eligible for grant funding even if it was available. A budget of £5,074.78 had been allocated, with any additional costs remaining unbudgeted.

It was **RESOLVED** to **APPROVE** appointment of Planning Consultant, Richard Eastham of Feria Urbanism to progress with an exploratory project at a total cost of £9,900+VAT, with a timeline to be confirmed.

**TC 24/371 Paper F – To Consider and Approve Request from Corfe Mullen United Junior Football Club**

It was **RESOLVED** to **APPROVE** the request from Corfe Mullen United Junior Football Club (CMUJFC) to store four solid goal frames measuring 12' x 6' on the outside of the Grounds Unit, next to the cricket nets at the Recreation Ground on the following basis:

- Goals must be secured when not in use.
- Goals must be stored tidily and not restrict access to Corfe Mullen Cricket Club practice nets and equipment.
- Goals stored at CMUJFC own risk. The Council would not take any responsibility for loss or damage.

**TC 24/372 Paper G – To Retrospectively Approve Upgrading Streetlighting to LED**

It was **RESOLVED** to retrospectively **APPROVE** Envereo to supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer service to two remaining columns on Pine Road and one on Wayground Road at a total cost of £3,740.91+VAT.

**TC 24/373      Paper H – To Consider How to Proceed with Community Coffee Mornings**

The Clerk presented the report, reiterating the options for community engagement in terms of continuing to host coffee mornings in the current format, members attending the coffee mornings hosted by St Nicholas Church every Saturday or hosting drop-in sessions in the Village Hall office space to meet with members of the public by appointment on a one-to-one basis.

It was recognised the number of residents attending the coffee mornings was low, albeit the Council was committed to being accessible and inclusive with residents encouraged to contact the Council office to be signposted for any support or guidance in the absence of coffee mornings. Members felt the coffee mornings were invaluable during the Autumn/Winter months as a warm space for residents.

It was **RESOLVED** to pause community coffee mornings held in Corfe Mullen Village Hall from 1 April 2025 to 31 August 2025 and to review the initiative at the Full Council meeting scheduled on 26 August 2025, ahead of the Autumn/Winter months.

**TC 24/374      Paper I – To Note Update on Usage of the Council's Electronic Communications**

The Clerk presented the report, noting the website data would be available from April 2025. In future, all data to be shared with members at each Full Council meeting, as a standing agenda item.

The update was **NOTED**.

**TC 24/375      Paper J – To Consider Small Grants Programme Application**

It was **RESOLVED** to **APPROVE** awarding a small grant of £988.40 to 'Youth at St Nic's' to cover room hire costs to hold sessions on Wednesday nights from 23 April 2025 until 23 July 2025 at St Nicholas Church, whilst the Youth Club was paused.

**TC 24/376      Verbal – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites**

The Clerk read out an update from Sargent Payne, Neighbourhood Policing Team as follows:

- Local Neighbourhood Policing Team renamed East Dorset Neighbourhood Policing Team which now included Verwood under Sargent Payne's supervision. No more new staffing, however there were two additional officers working in the team allowing more flexibility when allocating workload.
- Crime in Corfe Mullen remained low, albeit residents should be encouraged to report all incidents to provide further evidence for more officers required in East Dorset.
- Working with the families of a few local young people who had been issued with Anti-social Behaviour Contracts (ABC's) to encourage positive changes in behaviour in public spaces.
- Anti-social behaviour incidents reported to Dorset Police included Towers Way Green Space and Rushcombe First School carpark along with the closed unit behind the Esso garage at Windgreen where young people were gathering, lighting bonfires.

Members noted the positive outcomes of issuing ABC's and working with families to encourage changes in behaviours in public spaces.

Cllr Hardy noted the Dorset Police & Crime Commissioner had launched Operation Relentless Grant Funding and asked if the Town Council would be applying for funding. The Clerk advised an application would be submitted on behalf of Corfe Mullen Youth Trust to support youth services in Corfe Mullen, as previously.

The update was **NOTED**.

**TC 24/377 Verbal – To Note any updates from Representatives to Outside Bodies**

Cllr Lortie shared an update from Dorset Association of Parish and Town Councils (DAPTC) advising the final report 'Future Directions for Dorset's Towns and Larger Parishes' written by Graham Sansom and Gordon Morris would soon be circulated to key stakeholders.

Cllrs Neil, Bonham, Sowry-House and Florek attended a Dorset Council Future Planning Project event in Dorchester on 4 March 2025.

Cllr Bonham asked for an update relating to the suggestion to install a defibrillator at the Lambs Green Inn. The Clerk noted the request had been unsuccessful and that Cllr Sowry-House was approaching Harlees Fish and Chip Shop as an alternative location.

The update was **NOTED**.

**TC 24/378 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**

Cllr Neil noted his disappointment to the feedback received from Dorset Council Planning relating to completion of Dorset Council's sustainability statement and checklist. Planning policy ME3 – Sustainable Development Standard for New Development from the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014) would be used as a material planning consideration, if appropriate when commenting on planning applications.

The update was **NOTED**.

**TC 24/379 Verbal – To Note Social Media Update**

The Clerk confirmed, the agenda item was an error, with the update provided under agenda item TC 24/374.

**TC 24/380 Verbal – To Note Clerk's Update**

The Clerk provided the following update:

- IT work to upgrade the Office and Grounds Unit Broadband and phone lines was in progress, albeit there were issues with the Office Broadband and the Intruder Alarm at the Grounds Unit, which were being investigated. Further IT works required relating to replacement network switch/ports and digital phones, with quotations being progressed.
- Installation of raised beds at the Allotment site due to commence on 1 April 2025.
- Deputy Clerk due to meet with Dorset Council Speed Indicator Devices (SIDs) Team on 2 April 2025 to discuss installation of SIDs in the village.
- Tree potting event scheduled on Wednesday 10 April 2025 between 10am-12noon at the Recreation Ground. All members were invited to attend.
- Thank you to all members who attended and donated Easter eggs for the Spring Fair in the Village Hall on 22 March 2025.
- Replacement doors for the public toilets at the Recreation Ground were being made to order. It was anticipated the doors would be installed early May 2025.

- New Tenancy Agreements for allotment holders had been issued, albeit there were some issues to be resolved relating to maintenance of paths and all allotment holders becoming members of the Allotment Association.
- Leader of Dorset Council, Cllr Nick Ireland would be in attendance at the next Full Council meeting scheduled on 22 April 2025.

Finally, the Clerk provided an update on the recruitment of a Lead Youth Worker for Corfe Mullen Youth Trust and reminded members that the Youth Club's last session would be on 4 April 2025. The Clerk and Senior Administrator would be attending the Youth Club to handover and present gifts to all the youth workers and senior helpers thanking them for their commitment to youth services in Corfe Mullen over the years, particularly the Senior Youth Worker who had been involved in the Youth Club for over 20 years.

The update was **NOTED**.

**TC 24/381 Verbal – To Note Mayor's Report**

None to note.

**TC 24/382 Verbal – To Note Dorset Councillors Report**

None to note.

**TC 24/383 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

Cllr Bonham requested for consideration to be given to joining the Open Spaces Society Charity (OSS).

**TC 24/384 To Agree a date and time for the next meeting – Tuesday 22 April 2025 at 19:00** in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**TC 24/385 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/386 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.**

**TC 24/386 Paper K – To Approve Recommendations from the Staffing Committee**

The Clerk presented the report, noting the recommendations from the recent Staffing Committee held on 20 March 2025 as follows:

- Following interviews for recruitment of a Project & Community Engagement Officer, a suitable candidate had been offered the position with referencing underway.
- Formal request had been received from the Senior Administrator to take extended annual leave from 12 December 2025 to 5 January 2026.
- Part time Grounds Team member had requested to increase his working hours from 22 hours to 30 hours per week. The Clerk to speak with the team member with an option to increase working hours on an ad-hoc basis to cover absence, increased workload or specific Council projects and not on a permanent basis at this point in time.
- Staffing Committee meeting scheduled for 10 April 2025, to be re-scheduled to 9 April 2025 at 10:00.

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

It was **RESOLVED** to **APPROVE** the recommendations from the Staffing Committee held on 20 March 2025.

**TC 24/387     Close of meeting at 21:20.**

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

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## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 22 April 2025



Agenda Item: TC 24/392

Paper: B

<b>Subject:</b>	Accounts for Payment
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled on the attached PDF.
<b>Key Points:</b>	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
<b>Recommendation:</b>	To APPROVE Accounts for Payment totalling £48,959.27.

## Accounts for Payment - 22 April 2025

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
81	25.04.2025	£1,547.80	PAYE	HMRC	IB	Apr-25
80	25.04.2025	£2,686.23	NIC	HMRC	IB	Apr-25
79	25.04.2025	£4,558.11	Pension Contributions	DCPF	IB	Apr-25
78	25.04.2025	£12,950.08	Salaries	Central Computer Management Ltd	BACs	Apr-25
77	23.04.2025	£14.99	PPE	Trade UK (Screwfix)	IB	Ear defenders for Grounds Team
76	23.04.2025	£83.98	Fire Safety	Dorset Fire & Security	IB	Pavilion Fire Alarm 6 monthly check
75	23.04.2025	£150.00	Fire Safety	Dorset Fire & Security	IB	Pavilion Emergency Lighting 6 monthly check
74	05.05.2025	£227.19	Electricity Usage	British Gas	DD	Office April 2025
73	23.04.2025	£314.21	Phone Lines & Broadband	Newburgh Networks Limited	IB	Grounds Unit Broadband
72	23.04.2025	£96.00	Fire Safety	Dorset Fire & Security	IB	Office Fire Alarm 6 monthly check
71	23.04.2025	£54.00	Fire Safety	Dorset Fire & Security	IB	Office Emergency Lighting 6 monthly check
70	23.04.2025	£14,700.00	Grounds Maintenance	Evergreen Services	IB	Installation of Allotments raised beds
69	30.04.2025	-£3.43	Mobile Costs	EE	DD	Refund from previous provider
68	30.04.2025	£205.78	Electricity Usage	British Gas	DD	Office March 2025
67	23.04.2025	£84.00	Maintenance	Stanner Electrical Contractors	IB	Office
66	23.04.2025	£256.70	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting
65	23.04.2025	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	IB	
64	23.04.2025	£4,489.09	Maintenance	Enerveo Limited	IB	Upgrade streetlighting works at Pine/Wayman Roads
63	30.04.2025	£294.05	Gas Usage	British Gas	DD	Pavilion
62	23.04.2025	£272.08	Photocopying Charges	Deos Group.co.uk Limited	IB	
61	23.04.2025	£726.00	Training	1st Call Training Ltd	IB	Working at Heights
60	14.04.2025	£1,536.00	Grounds Maintenance	Bournemouth, Christchurch & Poole Council	IB	Jan/Feb 2025
59	23.04.2025	£9.21	Materials & Supplies	Trade Uk (B&Q)	IB	Rec Play area repairs
58	23.04.2025	£630.00	Annual Subscription	South West Councils	IB	HR Consultancy
57	15.04.2025	£119.94	Monthly Subscription	Skyguard Limited T/A Peoplesafe	DD	Lone Working Devices
56	23.04.2025	£94.62	Maintenance	Maintain UK Drains Limited	IB	Pavilion

## Accounts for Payment - 22 April 2025

55	21.04.2025	£24.49 Fuel	UK Fuels Limited	DD	Equipment
53	23.04.2025	£8.29 Materials & Supplies	Amazon Payments UK Ltd.	IB	Blue rolls for Grounds Team
51	23.04.2025	£86.78 Water Usage	Waterplus	DD	Office/CMVH to be reimbursed
50	23.04.2025	£117.00 Room Hire	Corfe Mullen Village Hall	IB	Council Meetings April 2025
49	16.04.2025	£20.05 Water Usage	Waterplus	DD	Pavilion 1 of 2
48	16.04.2025	£54.62 Water Usage	Waterplus	DD	Pavilion 2 of 2
47	16.04.2025	£5.97 Water Usage	Waterplus	DD	Cemetery 1 of 2
46	16.04.2025	£11.36 Water Usage	Waterplus	DD	Cemetery 2 of 2
45	16.04.2025	£23.56 Water Usage	Waterplus	DD	Allotments
44	23.04.2025	£16.39 Materials & Supplies	Trade UK (Screwfix)	IB	Wood filler
43	23.04.2025	£29.98 Equipment	Trade UK (Screwfix)	IB	Flexi tubs for Grounds Team
42	23.04.2025	£132.00 Maintenance	Stanner Electrical Contractors	IB	CMVH/Office external lighting
41	22.04.2025	£515.45 Waste Collection	Dorset Council	DD	Various sites
40	23.04.2025	£39.00 Room Hire	Corfe Mullen Village Hall	IB	Dorset PCC Meeting
39	23.04.2025	£26.00 Room Hire	Corfe Mullen Village Hall	IB	Staffing Committee
38	08.04.2025	£988.40 Small Grants Payment	Youth at St Nics	IB	
37	08.04.2025	£381.24 Maintenance	New World Sports Limited	Card	Replacement Tennis nets x 2
1141	30.03.2025	£332.62 Electricity Usage	British Gas	DD	Office Electricity Feb 2025
<b>TOTAL:</b>		<b>£48,959.27</b>			



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 22 April 2025

Agenda Item: TC 24/393

Paper: C

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

<b>A</b>	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		590,612.10
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		671,716.71
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		1,262,328.81
	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		527,905.87
<b>B</b>			<b>734,422.94</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Cooperative Current Account 31/03/2025	24,942.54	
	Public Sector Deposit Fund 31/03/2025	709,480.40	
			<b>734,422.94</b>
	Less unrepresented payments		
			734,422.94
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>734,422.94</b>
	<b>A = B Checks out OK</b>		

## Corfe Mullen Town Council

14 April 2025 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1015	Utilities	02/03/2025	TC 24/341	Cooperative Current	DD	Electricity Usage	British Gas	S	578.97	115.79	694.76
1025	Pavilion - Utilities	04/03/2025	TC 24/341	Cooperative Current	DD	Gas Usage	British Gas	S	1,720.09	344.02	2,064.11
1027	Bank Charges	05/03/2025	TC 24/341	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
1028	Advertising	06/03/2025	TC 24/341	Cooperative Current	DD	Advertisement	Dorset Council	S	219.40	43.88	263.28
1127	CMYT - Reimbursement	06/03/2025	FA 24/65	Cooperative Current	DD	CMYT Items	Dorset Council	Z	219.40		219.40
1080	Tree Planting	07/03/2025	TC 24/367	Cooperative Current	Card	Materials & Supplies	In-Excess UK Ltd	S	36.22	7.24	43.46
1076	VH Reimbursement	07/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	12.78		12.78
1034	Pavilion - Utilities	08/03/2025	TC 24/341	Cooperative Current	DD	Electricity Usage	British Gas	S	377.76	75.55	453.31
1079	Chairman's Allowance	10/03/2025	TC 24/367	Cooperative Current	Card	Community Engagement	Co-op Supermarket	Z	3.50		3.50
1055	Vehicle Fuel	10/03/2025	TC 24/367	Cooperative Current	DD	Fuel	UK Fuels Limited	S	78.16	15.63	93.79
1055	Equipment Fuel	10/03/2025	TC 24/367	Cooperative Current	DD	Fuel	UK Fuels Limited	S	11.30	2.26	13.56
1136	Office Cleaning (inc Windows)	10/03/2025	FA 24/65	Cooperative Current	Card	Cleaning	Home Bargains	Z	14.71		14.71
1134	VH Reimbursement	10/03/2025	FA 24/65	Cooperative Current	Card	CMVH Items	Lampsdirect	Z	19.97		19.97
1081	Health & Safety Services	11/03/2025	TC 24/367	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
1057	Cleaning Materials & Supplies	12/03/2025	TC 24/367	Cooperative Current	Card	Materials & Supplies	Selco Builders Warehouse	S	14.97	2.99	17.96
1094	Telephone/Broadband/Mobiles	13/03/2025	TC 24/367	Cooperative Current	DD	Mobile Costs	EE	S	11.10	2.22	13.32
1074	Office IT & Software	14/03/2025	TC 24/367	Cooperative Current	DD	Monthly Subscription	Newburgh Networks Limite	S	160.00	32.00	192.00
1075	Office IT & Software	14/03/2025	TC 24/367	Cooperative Current	DD	IT Support	Newburgh Networks Limite	S	62.50	12.50	75.00
1090	Pavilion - Utilities	16/03/2025	TC 24/367	Cooperative Current	DD	Water Usage	Waterplus	Z	19.10		19.10
1091	Pavilion - Utilities	16/03/2025	TC 24/367	Cooperative Current	DD	Water Usage	Waterplus	Z	48.74		48.74
1092	Utilities	16/03/2025	TC 24/367	Cooperative Current	DD	Water Usage	Waterplus	Z	22.42		22.42
1089	Rates & Utilities	16/03/2025	TC 24/367	Cooperative Current	DD	Water Usage	Waterplus	Z	7.97		7.97
1088	Water	16/03/2025	TC 24/367	Cooperative Current	DD	Water Usage	Waterplus	Z	12.10		12.10
1092	VH Reimbursement	16/03/2025	TC 24/367	Cooperative Current	DD	Water Usage	Waterplus	Z	67.25		67.25
1085	Tools & Equipment	17/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	11.65	2.33	13.98
1138	Rates & Utilities	17/03/2025	FA 24/65	Cooperative Current	DD	Water Usage	Waterplus	Z	5.40		5.40
1063	Telephone/Internet	18/03/2025	TC 24/367	Cooperative Current	DD	Phone Lines & Broadband	Buzz Networks Ltd.	S	39.80	7.96	47.76
1064	Employment Services	20/03/2025	TC 24/367	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
1137	Printing/Postage/Stationery	20/03/2025	FA 24/65	Cooperative Current	Card	Postage	Post Office Ltd	Z	13.60		13.60
1070	Waste & Recycling	21/03/2025	TC 24/367	Cooperative Current	DD	Waste Collection	Dorset Council	Z	321.16		321.16
1070	Pavilion - Waste	21/03/2025	TC 24/367	Cooperative Current	DD	Waste Collection	Dorset Council	Z	49.84		49.84
1070	Office - Waste Collection	21/03/2025	TC 24/367	Cooperative Current	DD	Waste Collection	Dorset Council	Z	31.16		31.16
1105	Chairman's Allowance	21/03/2025	FA 24/65	Cooperative Current	Card	Community Engagement	Co-op Supermarket	Z	1.65		1.65
1110	VH Reimbursement	21/03/2025	FA 24/65	Cooperative Current	IB	CMVH Items	Co-op Supermarket	Z	5.10		5.10

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1107	Tools & Equipment	24/03/2025	TC 24/367	Cooperative Current	Card	Equipment	Blackstone Leisure Ltd	S	166.66	33.33	199.99
1083	Rates & Utilities	24/03/2025	TC 24/367	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	185.05	9.25	194.30
1082	Street Lighting and Furniture	24/03/2025	TC 24/367	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	Z	-150.00		-150.00
1005	Street Lighting and Furniture	24/03/2025	TC 24/341	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	16.98	0.85	17.83
988	Street Lighting and Furniture	24/03/2025	CS 24/41	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	1,142.31	57.12	1,199.43
990	Street Lighting and Furniture	24/03/2025	CS 24/41	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	104.19	5.21	109.40
990	Street Lighting and Furniture	24/03/2025	CS 24/41	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	15.87	0.79	16.66
1054	Street Lighting and Furniture	24/03/2025	TC 24/367	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	271.66	13.58	285.24
1108	Street Lighting and Furniture	24/03/2025	TC 24/367	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	94.10	4.71	98.81
1108	Street Lighting and Furniture	24/03/2025	TC 24/367	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	15.33	0.77	16.10
1097	Salaries	25/03/2025	TC 24/367	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	12,916.68		12,916.68
995	Ground Staff Building (premise	25/03/2025	CS 24/41	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	19.79	3.96	23.75
1099	PAYE	25/03/2025	TC 24/367	Cooperative Current	IB	PAYE	HMRC	Z	1,581.20		1,581.20
1098	National Insurance	25/03/2025	TC 24/367	Cooperative Current	IB	NIC	HMRC	Z	2,197.58		2,197.58
1100	Pension	25/03/2025	TC 24/367	Cooperative Current	IB	Pension Contributions	DCPF	Z	4,558.11		4,558.11
1065	Ground Staff Building (premise	26/03/2025	TC 24/367	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
1065	Public Toilets	26/03/2025	TC 24/367	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	336.00	67.20	403.20
1049	PPE & Uniform	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	29.10	5.81	34.91
1051	Cleaning Materials & Supplies	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	GLS Educational Supplies	S	137.94	27.59	165.53
1049	Cleaning Materials & Supplies	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	10.72	2.14	12.86
1084	Cleaning Materials & Supplies	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	7.49	1.50	8.99
1072	Security (Alarm & CCTV)	26/03/2025	TC 24/367	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	560.00	112.00	672.00
1062	Tools & Equipment	26/03/2025	TC 24/367	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	7.99	1.60	9.59
1049	Tools & Equipment	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	31.63	6.33	37.96
1056	Contractor Costs	26/03/2025	TC 24/367	Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch	S	1,195.00	239.00	1,434.00
1101	Play Areas	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Redlynch Leisure Installatic	S	120.00	24.00	144.00
1077	Play Areas	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Trade Uk (B&Q)	Z	9.35		9.35
1078	Play Areas	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Trade Uk (B&Q)	Z	9.97		9.97
1077	Tree Planting	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Trade Uk (B&Q)	Z	39.30		39.30
1065	Pavilion - Cleaning & Supplies	26/03/2025	TC 24/367	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	516.00	103.20	619.20
1095	Staff Training	26/03/2025	TC 24/367	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	35.00		35.00
1096	Staff Training	26/03/2025	TC 24/367	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	70.00		70.00
1096	Councillor Training	26/03/2025	TC 24/367	Cooperative Current	IB	Training	Dorset Association of Parisl	Z	350.00		350.00
1066	Meeting Room Hire	26/03/2025	TC 24/367	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	27.00		27.00
1067	Meeting Room Hire	26/03/2025	TC 24/367	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	49.00		49.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1068	Meeting Room Hire	26/03/2025	TC 24/367	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	56.00		56.00
1069	Meeting Room Hire	26/03/2025	TC 24/367	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	14.00		14.00
1041	Meeting Room Hire	26/03/2025	TC 24/367	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	139.75		139.75
1042	Office IT & Software	26/03/2025	TC 24/367	Cooperative Current	IB	Annual Subscription	Starboard Systems Ltd, TA	S	1,228.20	245.64	1,473.84
1073	Office IT & Software	26/03/2025	TC 24/367	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
1052	Miscellaneous	26/03/2025	TC 24/367	Cooperative Current	IB	Maintenance	PTS Compliance Limited	S	150.71	30.15	180.86
1050	Miscellaneous	26/03/2025	TC 24/367	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	16.28	3.26	19.54
1047	Youth Centre Revenue Grant	26/03/2025	TC 24/367	Cooperative Current	IB	CMYT Grant	Corfe Mullen Youth Trust	Z	7,641.25		7,641.25
1040	Website Redesign	26/03/2025	TC 24/367	Cooperative Current	IB	Annual Subscription	Aubergine 262 Ltd	S	200.00	40.00	240.00
1109	Miscellaneous	26/03/2025	FA 24/65	Cooperative Current	IB	Equipment	Amazon Payments UK Ltd.	S	13.45	2.69	16.14
1140	Recreation/Sports Facility Main	26/03/2025		Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch	S	1,195.00	239.00	1,434.00
1071	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Eastern Shires Purchasing	Z	35.82		35.82
1086	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	51.96		51.96
1103	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	12.98		12.98
1104	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	11.76		11.76
1106	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z	24.60		24.60
1113	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-90.43		-90.43
1114	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-14.95		-14.95
1115	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-4.99		-4.99
1052	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	Maintenance	PTS Compliance Limited	Z	90.43		90.43
1058	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	14.95		14.95
1059	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	4.99		4.99
1060	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	3.99		3.99
1061	VH Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	32.98		32.98
1052	CMYT - Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	Maintenance	PTS Compliance Limited	Z	90.43		90.43
1048	CMYT - Reimbursement	26/03/2025	TC 24/367	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	13.69		13.69
1111	CMYT - Reimbursement	26/03/2025		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-13.69		-13.69
1112	CMYT - Reimbursement	26/03/2025		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-90.43		-90.43
1116	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-3.99		-3.99
1117	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-32.98		-32.98
1118	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-35.82		-35.82
1119	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-12.78		-12.78
1120	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-51.96		-51.96
1121	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-67.25		-67.25



## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1122	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-12.98		-12.98
1123	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-11.76		-11.76
1124	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-24.60		-24.60
1125	VH Reimbursement	26/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-5.10		-5.10
840	Printing/Postage/Stationery	27/03/2025		Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	-8.98	-1.80	-10.78
1031	Telephone/Broadband/Mobiles	27/03/2025	FA 24/65	Cooperative Current	Card	Mobile Costs	Lebara	Z	1.58		1.58
1126	Health & Safety Services	27/03/2025	FA 24/65	Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
1128	CMYT - Reimbursement	27/03/2025		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-219.40		-219.40
1130	VH Reimbursement	28/03/2025		Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	38.97		38.97
1130	VH Reimbursement	28/03/2025		Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	-12.99		-12.99
1131	VH Reimbursement	28/03/2025		Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	-25.98		-25.98
1132	VH Reimbursement	28/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-2.13		-2.13
1135	VH Reimbursement	28/03/2025		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-19.97		-19.97
1141	Utilities	30/03/2025		Cooperative Current	DD	Electricity Usage	British Gas	S	277.18	55.44	332.62
1087	Vehicle Fuel	31/03/2025		Cooperative Current	DD	Fuel	UK Fuels Limited	Z			
1139	Telephone/Broadband/Mobiles	31/03/2025		Cooperative Current		Phone Lines & Broadband	Newburgh Networks Limite	S			
1129	VH Reimbursement	31/03/2025		Cooperative Current	IB	CMVH Items	Trade Uk (B&Q)	Z			
Total									42,007.23	2,104.80	44,112.03

14 April 2025 (2024-2025)

## RECEIPTS LIST

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## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	24.00		24.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	29.00		29.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
399	Pitch Fees	06/03/2025		Cooperative Current	IB	Pitch Fees	Corfe Mullen United Junior:	Z	40.00		40.00
398	Tennis Court Fees	06/03/2025		Cooperative Current	IB	Tennis Court Fees	Clare Wong	Z	7.50		7.50
401	Cemetery Fees	07/03/2025		Cooperative Current	IB	Burial Fees	Lesley Shand Funeral Servi	Z	229.00		229.00
422	Allotment Rents	07/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	15.00		15.00
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
400	Tennis Court Fees	07/03/2025		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
397	Tennis Court Fees	10/03/2025		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.50		7.50
397	Tennis Court Fees	10/03/2025		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.50		7.50
397	Tennis Court Fees	10/03/2025		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.50		7.50
397	Tennis Court Fees	10/03/2025		Cooperative Current	Cheque	Tennis Court Fees	Michael Henry	Z	7.50		7.50
402	Tennis Court Fees	10/03/2025		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	2.50		2.50
410	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
411	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
412	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
413	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
414	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
415	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
416	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
417	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
418	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
419	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
420	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	15.00		15.00
421	Allotment Rents	11/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	15.00		15.00
403	Allotment Rents	12/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
404	Allotment Rents	12/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
405	Allotment Rents	12/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
406	Allotment Rents	12/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	30.00		30.00
407	Allotment Rents	12/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
408	Allotment Rents	12/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
409	Allotment Rents	12/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
423	Allotment Rents	13/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
424	Allotment Rents	13/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
425	Allotment Rents	13/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
441	Allotment Rents	13/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
442	Pavilion Lounge Hire	13/03/2025		Cooperative Current	IB	Lounge Hire Fees	Corfe Mullen Carnival Comi	Z	31.00		31.00
439	Allotment Rents	14/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
440	Allotment Rents	14/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
437	Allotment Rents	15/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
438	Allotment Rents	15/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
435	Allotment Rents	16/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
436	Allotment Rents	16/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
432	Allotment Rents	17/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
433	Allotment Rents	17/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
434	Allotment Rents	17/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
444	Allotment Rents	17/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
431	Tennis Court Fees	17/03/2025		Cooperative Current	IB	Tennis Court Fees	Clare Wong	Z	7.50		7.50
443	Allotment Rents	18/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
445	Allotment Rents	18/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	30.00		30.00
447	Allotment Rents	18/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
446	Tennis Court Fees	18/03/2025		Cooperative Current	IB	Tennis Court Fees	Helen Keeling	Z	7.50		7.50
454	Cemetery Fees	19/03/2025		Cooperative Current	IB	Cemetery Fees	Lesley Shand Funeral Servi	Z	407.00		407.00
426	Allotment Rents	19/03/2025		Cooperative Current	Cash	Allotment Rent	Member of Public	Z	17.50		17.50
427	Allotment Rents	19/03/2025		Cooperative Current	CHQ	Allotment Rent	Member of Public	Z	17.50		17.50
428	Allotment Rents	19/03/2025		Cooperative Current	CHQ	Allotment Rent	Member of Public	Z	17.50		17.50

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
429	Allotment Rents	19/03/2025		Cooperative Current	Cash	Allotment Rent	Member of Public	Z	17.50		17.50
448	Allotment Rents	19/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
449	Allotment Rents	19/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
450	Allotment Rents	19/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
451	Allotment Rents	19/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
452	Allotment Rents	19/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
455	Allotment Rents	21/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
456	Allotment Rents	22/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
453	Allotment Rents	24/03/2025		Cooperative Current	Cash	Allotment Rent	Member of Public	Z	15.00		15.00
458	Allotment Rents	24/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
462	Allotment Rents	24/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
461	Pitch Fees	24/03/2025		Cooperative Current	IB	Pitch Fees	Canford United FC (Home	Z	78.00		78.00
459	Tennis Court Fees	24/03/2025		Cooperative Current	IB	Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
459	Tennis Court Fees	24/03/2025		Cooperative Current	IB	Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
459	Tennis Court Fees	24/03/2025		Cooperative Current	IB	Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
459	Tennis Court Fees	24/03/2025		Cooperative Current	IB	Tennis Court Fees	Rose Kempshall	Z	7.50		7.50
457	Tennis Court Fees	24/03/2025		Cooperative Current	IB	Tennis Court Fees	Helen Keeling	Z	7.50		7.50
460	Allotment Rents	25/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
463	Tennis Court Fees	25/03/2025		Cooperative Current	IB	Tennis Court Fees	Sara Butt	Z	7.50		7.50
465	Allotment Rents	25/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
464	Tennis Court Fees	25/03/2025		Cooperative Current		Tennis Court Fees	Richard Davies	Z			
479	Tennis Court Fees	26/03/2025		Cooperative Current	IB	Tennis Court Fees	Clare Wong	Z	7.50		7.50
466	Allotment Rents	27/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
478	Allotment Rents	27/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
467	Allotment Rents	28/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
477	Allotment Rents	28/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
468	Tennis Court Fees	28/03/2025		Cooperative Current	IB	Tennis Court Fees	Corfe Mullen Junior Tennis	Z	135.00		135.00
470	Allotment Rents	29/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50
469	Tennis Court Fees	30/03/2025		Cooperative Current	IB	Tennis Court Fees	Kirstin Hoey	Z	7.50		7.50
473	Cemetery Fees	31/03/2025		Cooperative Current	IB	Burial Fees	Member of Public	Z	122.00		122.00
480	Bank Interest	31/03/2025		Public Sector Deposil	IB	Bank Interest	PSDF	Z	2,566.08		2,566.08
471	Allotment Rents	31/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	15.00		15.00
472	Allotment Rents	31/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
474	Allotment Rents	31/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	35.00		35.00
475	Allotment Rents	31/03/2025		Cooperative Current	IB	Allotment Rent	Member of Public	Z	17.50		17.50

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
476	Pitch Fees	31/03/2025		Cooperative Current	IB	Pitch Fees	Wimborne Magpies U14s g	Z	54.00		54.00
476	Pitch Fees	31/03/2025		Cooperative Current	IB	Pitch Fees	Wimborne Magpies U14s g	Z	54.00		54.00
Total									8,081.83		8,081.83



**Minutes of the Meeting of Finance & Administration Committee held at 19:00  
on Tuesday 7 January 2025 in the small hall of the Village Hall**

**Present:**                   **Councillors**  
J Lortie (Chair)  
A Craven  
L Hardy  
A Joyce

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

**Public Participation**

There were 5 members of the public present, none of whom wished to speak.

**FA 24/53       To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllrs Sowry-House and Florek who both had prior commitments and Cllr Papilio who was unwell.

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

**FA 24/54       To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**FA 24/55       Paper A - To Approve minutes of meeting held on 19 November 2024** LGA 1972, sch 12, para 41

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

**FA 24/56       Paper B – To Approve Accounts for Payment**

Members raised the following queries:

- Lines 875-880 and 895-899: What period did the utilities relate to. The Clerk explained the Waterplus invoices related to the monthly water usage charges across all sites, noting 75% of the Council Office and Village Hall charges would be reimbursed by the Village Hall Charity to the Town Council. The SSE invoices related to streetlighting across all sites from May to November 2024 as a result of a complaint raised with the Energy Ombudsman's and SSE reissuing invoices.

The Accounts for payment totalling £13,599.62 were **APPROVED**.

**Paper C - To Receive and Note the Budget Monitoring Report for the quarter ended 31 December 2024**

The Clerk presented the report, noting due to the timing of the meeting and distributing the summons and papers prior to 30 December 2024, the budget monitoring report was not available. However, the Clerk reported there was a predicted underspend up to 31 December 2024 with comments noted as follows:

- Employees salaries underspend due to reduced grounds team.
- Recreation costs underspend due to efficiency savings and lower than anticipated contractor costs.
- Bank interest income was higher than anticipated due to Bank of England Base Rate.
- Sports provision and pavilion lounge income was higher than anticipated.
- Increased expenditure due in Quarter 4 2024/25 for outstanding exceptional and capital work item costs.

The Clerk concluded; 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.

The update for the quarter ending 31 December 2024 was **NOTED**.

**Paper D - To Consider draft Budget and Precept for the 2025/26 financial year for recommendation to Full Council**

The Clerk presented the proposed budget for the 2025/26 financial year, highlighting the cost centres with a predicted underspend at the end of the 2024/25 financial year, with comments noted as follows:

- Predicted expenditure underspend of £99,749.78.
- Predicted increased income variance of £41,727.42.
- Total predicted underspend for the 2024/25 financial year is circa £141,477.20 based on forecasted income and expenditure from December 2024 to March 2025.
- Options 2 and 3 provided an amount to be used from the Council's general reserves to reduce the level of precept.
- Due to the predicted underspend, the Clerk recommended allocating any remaining underspend following the 2024/25 financial year end processing to the pavilion refurbishment/rebuild earmarked reserves.

The Chair talked through the draft 2025/26 financial year budget by cost code for the benefit of new committee members providing some background and context. Members challenged some of the proposed budget levels against the predicted underspend in the 2024/25 financial year. The Chair and Clerk provided further clarity and reassurance to enable members to make a recommendation to the Full Council.

It was **RESOLVED** to recommend approval to Full Council to set the Corfe Mullen Town Council annual budget for 2025/26 financial year at £699,663.00.

Members then discussed the level of precept required from Dorset Council to cover the 2025/26 budget and the effect of any increase on those who pay Council Tax, with members acknowledging the cost-of-living crisis, alongside the Town Council's responsibility to provide services within the community and level of general reserves held.



Cllr Craven proposed option 3, an increase of 8.15%. This was seconded by Cllr Lortie. Members voted with the Chair having the casting vote.

It was **RESOLVED** to recommend to Full Council to set the precept at £609,663.00, an increase of 8.15%, which would see a Band D property increasing from £138.64 to £149.94 per annum with £90,000 of general reserves used to reduce the deficit.

**FA 24/59      Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**FA 24/60      To Agree a date and time for the next meeting** – Tuesday 8 April 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**FA 24/61      Close of Meeting at 20:46**

Signed as a correct record of the meeting.....*J. Lortie*.....Date.....*8/4/25*.....

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



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

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

**In Attendance:**       Daryl Pearce (Deputy Town Clerk)  
Rachel Virrill (Senior Administrator – Minute Taker)

**Public Participation**

There were two members of the public present, one of whom wished to speak relating to planning application P/HOU/2025/00972 - 21 Maxwell Road.

The member of the public who was the applicant, advised he had consulted with neighbours ahead of submitting the application to erect a front extension, remove rear extension to repurpose for dining room and bedrooms and outlined the reasons he felt the application should be approved.

The Chair thanked the member of the public and opened the meeting.

**PC 24/217    To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Neil who had work commitments.

**PC 24/218    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 Sowry-House noted that he would remove himself from the meeting when members discussed planning application P/HOU/2025/00972, 21 Maxwell Road, to speak from the gallery as a member of the public in his capacity as Ward Councillor for Corfe Mullen.

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

**PC 24/219    Paper A - To Approve minutes of meeting held on 25 February 2025** LGA 1972, sch 12, para 41

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

The minutes of the meeting held on 25 February 2025 were **APPROVED**.

**PC 24/220 Paper B – To Note Planning Decisions Report** – decisions between 19 February 2025 – 5 March 2025

The planning decisions report was **NOTED**.

**PC 24/221 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:**

The Chair brought forward planning application P/HOU/2025/00972 - 21 Maxwell Road, to allow members to discuss following the representation from the member of the public.

**Application No:** P/HOU/2025/00972  
**Location:** 21 Maxwell Road Corfe Mullen BH18 9JG  
**Proposal:** Erect front extension. Demolition of rear extension and reprovision of family/dining room. New lifted roof to provide 3 new bedrooms and erect side extension to provide garage, utility room and kitchen. New vehicular access on Newlands Way

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412368>

Cllr Sowry-House removed himself from the meeting to speak from the public gallery as Ward Councillor for Corfe Mullen. Cllr Sowry-House noted the development was in keeping with other properties in the area and as there were no material considerations to take in to account the development was likely to be approved by Dorset Council Planning. The new vehicular access from Newlands Way would be a matter for Dorset Highways.

Members felt the proposed development was in keeping with other developments in the area.

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

Cllr Sowry-House rejoined the meeting as a committee member.

**Application No:** P/FUL/2025/00278  
**Location:** 11 Highfield Close Corfe Mullen BH21 3PJ  
**Proposal:** Planning application to extend and renovate the existing bungalow, sever land and erect a detached bungalow with car parking and shared vehicular access

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411527>

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

**Application No:** P/HOU/2025/00786  
**Location:** Gilleva Beacon Hill Road Corfe Mullen BH21 3RU  
**Proposal:** Erection of replacement outbuilding and retrospective permission for foundations/base.

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

Members were unable to see any amendments to the same application number which was brought to the Planning and Highways Committee at the previous meeting held on 25 February 2025.

It was **RESOLVED** that there were no further comments to add to the already submitted objection.

**PC 24/222 To Consider and Comment on Variation of Condition received from Dorset Council Planning Services:**

Application No: P/VOC/2025/00519  
Location: 32 Highfield Road Corfe Mullen BH21 3PF  
Proposal: Demolish existing dwelling and erect 2, 4 bedroom chalet bungalows with associated access (with variation of condition 2 & 9 of planning permission P/FUL/2024/02599 to vary the plans to amend the site plan so a new second vehicular access can be formed.

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

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

**PC 24/223 To Consider and Comment on Certificate of Lawfulness Application received from Dorset Council Planning:**

Application No: P/CLE/2025/01176  
Location: Utopia Brickyard Lane Corfe Mullen BH21 3RJ  
Proposal: Use of a caravan for residential occupation

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412599>

Cllr Sowry-House provided members with some background on the site and noted a suggestion for the Town Council to request the removal of permitted development rights for applications at this location.

It was **RESOLVED** to make a request to Dorset Council Planning for consideration to be given to removing permitting development rights from applications at this site.

**PC 24/224 To Note Provisional TPO Confirmations received from Dorset Council Planning for information purposes:**

Application No: TPO/2024/0060  
Location: Land at Glendon, Brog Street, Corfe Mullen

The provisional Tree Preservation Order confirmation was **NOTED**.

**PC 24/225 To Consider and Comment on Outline Planning Permission received from Dorset Council Planning Services:**

Application No: P/OUT/2025/00633  
Location: 9 South Road Corfe Mullen BH21 3HY  
Proposal: Erect detached two storey dwelling and associated works

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=411946>

Cllr Sowry-House reported a resident had contacted him regarding the application and highlighted that, as the property was within 400 metres of the heathland, the 2006 Heathland Mitigation Framework was likely to prevent the application from progressing. It was also noted that Natural England had objected to the application in line with the adopted policies.

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

The proposed development is located within 400 meters of designated heathland, as outlined in the 2006 Heathland Mitigation Framework.



- Section 3.2 of the Heathland Mitigation Framework specifically identifies the 400-metre buffer zone as an area where new development must be carefully assessed to avoid adverse impacts on the heathland environment. The framework highlights the importance of protecting these habitats, which support protected species and contribute to the local biodiversity.
- The application does not adequately address the required mitigation measures, including the provision of financial contributions toward heathland management or the implementation of specific design features to reduce potential disturbance to sensitive species. In line with Section 4.1 of the framework, the development should incorporate measures that limit recreational pressure and safeguard the integrity of the nearby heathland.

**PC 24/226      Paper C – To Note Highways Update and Consider Request for Road Safety Improvements on Wimborne Road**

The Deputy Clerk provided an update, noting Cllr Bonham had submitted a petition to the Town Council, signed by 10 residents, requesting the installation of a safe pedestrian crossing on Wimborne Road between Wayground Road and Pine Road. It was noted this location had been investigated previously, where it was felt there was no space for the infrastructure required for a crossing.

Cllr Sowry-House noted that he would raise the request at the next Julians Bridge Working Party meeting scheduled on 13 March 2025. It was further noted that a Speed Indicator Device (SID) may be effective in this location, which had previously been discussed. Members discussed the timeframe for installing SID's and that the Grounds Team could potentially be trained in the required maintenance for SID's and working on highways.

The Deputy Clerk noted a further request by a resident of Phelipps Road to reduce the speed limit to 20 miles per hour. The resident had been referred to the Community Highways Request Policy.

It was **RESOLVED** to:

- Cllr Sowry-House to submit request for proposed pedestrian crossing on Wimborne Road to the next Julians Bridge Working Group meeting scheduled on 13 March 2025.
- Investigate updated quotations to install Speed Indicator Devices (SID's) in the village, including training costs for the Grounds Team in maintenance and safe working along the highway.

The update was **NOTED**

**PC 24/227      Matters for forthcoming agendas** No decisions can be taken

Cllr Hardy followed up on the Town Council's request for correspondence to be sent to MP Vicky Slade in support of her campaign for no parking on pavements. The Deputy Clerk advised that this would be raised with the Clerk on her return to the office.

**PC 24/228      To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 25 March 2025 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/229      Close of Meeting at 19:08.**

Signed as a correct record of the meeting.....Date..... 25/03/25

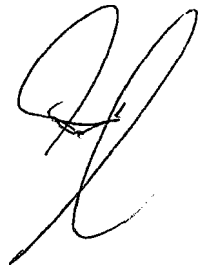
## **Appendix 1 - Application No: P/OUT/2025/00633 – 9 South Road Corfe Mullen BH21 3HY**

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

The proposed development is located within 400 meters of designated heathland, as outlined in the 2006 Heathland Mitigation Framework.

- Section 3.2 of the Heathland Mitigation Framework specifically identifies the 400-metre buffer zone as an area where new development must be carefully assessed to avoid adverse impacts on the heathland environment. The framework highlights the importance of protecting these habitats, which support protected species and contribute to the local biodiversity.
- The application does not adequately address the required mitigation measures, including the provision of financial contributions toward heathland management or the implementation of specific design features to reduce potential disturbance to sensitive species. In line with Section 4.1 of the framework, the development should incorporate measures that limit recreational pressure and safeguard the integrity of the nearby heathland.

**Corfe Mullen Town Council**  
**11 March 2025**

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a series of loops and a long horizontal stroke.



**Minutes of the Meeting of the Confidential Town Council Staffing Committee held at  
10:00 on Thursday 20 March 2025 in the Office of Corfe Mullen Village Hall**

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

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

**SS 24/31       To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Florek who was attending a meeting at Dorset Council in his role as Ward Councillor and Cllr P Holland due to personal circumstances.

**SS 24/32       To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**SS 24/33       Paper A - To Approve minutes of the Extra-ordinary meeting held on 12 December 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 12 December 2024 were **APPROVED**.

**SS 24/34       Paper B – To Note Update on Recruitment of Project & Community Engagement Officer**

The Clerk presented the report, highlighting the total number of applications received, those shortlisted for interview and summarised the candidate, whose interview took place on 18 March 2025. The next interview was due on 21 March 2025.

Members discussed the prospect of no suitable candidates for the role and the next steps, in terms of reviewing the job description and specification and going back out to advert to attract the right candidate.

The update was **NOTED**.

**SS 24/35       Paper C – To Note Request for the Senior Administrators Extended leave**

The Clerk presented the report, noting she had received a formal request from the Senior Administrator to take additional annual leave beyond the 10 days allowed in the employee handbook to accommodate a three-week holiday from 12 December 2025 to 5 January 2026 inclusive.



The request to take extended leave from 12 December 2025 to 5 January 2026 inclusive was **NOTED**.

**SS 24/36 Paper D – To Consider Request from Grounds Team Member**

The Clerk presented the report, noting the request from the part time Assistant Grounds Person to increase his working hours from 3 days (22 hours) to 4 days (30 hours).

Members felt as the point in time, it was not necessary to permanently increase his working hours. However, the request could be accommodated on an ad-hoc basis to cover absence, increased workload or specific Council projects.

It was **RESOLVED** to recommend to Full Council for the Clerk to speak to the Assistant Grounds Person based on increasing working hours on an ad-hoc basis to cover absence, increased workload or specific Council projects.

**SS 24/37 Verbal – To Note General Staffing Update**

The Clerk felt the current staffing was in a positive place, with no issues or concerns to report.

The update was **NOTED**.

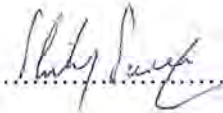
**SS 24/38 Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

The Clerk noted, should the applicants interviewed for the role of Project & Community Engagement Officer be unsuccessful, the job description and specification to be reviewed at the next meeting in April 2025, ahead of readvertising the post

**SS 24/39 To Agree a date and time for the next meeting**

The members present noted their apologies for the next meeting scheduled on Thursday 10 April 2025. It was agreed to reschedule the meeting to Wednesday 9 April 2025 at 10:00 in the Office, Corfe Mullen Village Hall, Towers Way, Corfe Mullen. Cllr Jefferies would be an apology as she had a prior commitment.

**SS 24/40 Meeting closed at 10:40.**

Signed as a correct record of the meeting.......... Date.....17/4/2025.....

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





**Minutes of the meeting of the Planning & Highways Committee held on  
Tuesday 25 March 2025 at 18:30 in the small hall of the Village Hall**

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

**In Attendance:**        Catherine Horsley (Town Clerk)  
Rachel Virrill (Senior Administrator – Minute Taker)

**Public Participation**

There were 10 members of the public present, four of whom wished to speak pertaining to agenda item PC 24/236 – to consider request to submit a definitive maps modification for continuous use of the permissive route over Happy Bottom.

The first member of the public commented that as a resident in Pine Road, he had used the footpath for many years, unaware it was not a Right of Way and believed it was granted for public use by Charlie Wayman several years ago. He had not seen signs indicating it was private land and had spoken to over 30 residents who assumed it was accessible for public use. He confirmed he had never seen the footpath closed, despite legislation requiring closure of at least one day per year, to prevent Right of Way claims.

Two further members of public spoke as representatives of the landowner who reiterated the footpath was not a Right of Way or permissive route. Past efforts to close the footpath were blocked with signs and fences repeatedly removed and/or vandalised. The landowner held records of requests to users not to trespass on their land. The landowner wishes to install a fence on their land, due to health & safety concerns relating to steep inclines, bank erosion, exposed roots of fallen tree, due to the landowners duty of care to members of the public and livestock. The members of the public reported the Facebook group 'Keep Corfe Mullen Green' was encouraging trespassing, whilst blocking the landowner from the Facebook Group. Furthermore, it was felt, Corfe Mullen Town Council was providing the public with misinformation and should encourage the public to use the correct Rights of Way. The members of the public concluded, the landowner was open to discussing a resolution, if a safe and suitable option could be found.

The final member of the public spoke of using the footpath regularly for running, whilst taking responsibility for her own personal safety. Local running groups incorporated the footpath into their routes and OS maps indicated the path was a permissive route.

The Clerk clarified the views on social media were not those of Corfe Mullen Town Council and of individuals, with no misinformation published by the Town Council.

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

**PC 24/230    To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllrs Sowry-House and Florek who were attending an urgent Full Council meeting at Dorset Council in their roles as Ward Councillors, and Cllr Cuckston who had a prior commitment.

- PC 24/231    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 24/232    Paper A - To Approve minutes of meeting held on 11 March 2025** LGA 1972, sch 12, para 41

The Clerk informed members of an appeal received relating to Planning Application No. P/HOU/2024/03382 - Gillevé, Beacon Hill Road, Corfe Mullen, BH21 3RU. In August 2024, the Committee had no objections to the proposal to retain boundary fencing and foundation/base for replacement outbuilding. However, requested a condition was made that should planning permission be granted by Dorset Council Planning, that planning permission should be obtained ahead of commencement of any further works.

The appeal was for the same location as discussed at the previous meeting relating to Planning Application No. P/HOU/2025/00786 to erect replacement outbuilding and retrospective approval for foundation/base, whereby an objection was submitted.

The Clerk summarised the objection as a reminder to members and due to the tight deadline to submit comments to the Planning Inspectorate, asked if members wished to submit any further comments relating to the appeal.

Members agreed their objection to Planning Application No. P/HOU/2025/00786 as agreed at the previous meeting should be submitted to the Planning Inspectorate for Planning Application No. P/HOU/2024/03382.

It was **RESOLVED** for the Clerk to submit comments to the Planning Inspectorate relating to Planning Application No. P/HOU/2024/03382 - Gillevé, Beacon Hill Road, Corfe Mullen, BH21 3RU.

The minutes of the meeting held on 11 March 2025 were **APPROVED**.

- PC 24/233    Paper B – To Note Planning Decisions Report** – decisions between 5 - 19 March 2025

The planning decisions report was **NOTED**.

*The Chair brought forward agenda item PC 24/236 following the representation by members of the public at the start of the meeting.*

- PC 24/236    Verbal – Consider Request to submit a Definitive Maps Modification for continuous use of the permissive route over Happy Bottom** – Cllr Bonham

The Clerk presented Ordinance Survey (OS) maps available on Dorset Explorer, showing the location of the land in question, proposed fencing and public Right of Ways and Bridleway namely, E37/42, E37/4, and E37/40 respectively, across Happy Bottom for public use to negate the need to cross private land. The Council for the Preservation of Rural England (CPRE) definition of permissive footpaths and Open Spaces Society (OSS) guidance on submitting applications for a Definitive Map's Modification Order (DMMO) was provided.

Cllr Bonham noted in her opinion the following points:

- OS maps showed the path as a permissive route.
- As a regular user of the footpath, she believed the footpath should remain open for public use.
- Never seen closure signs and doubted the required annual closure had occurred.
- If a route had been used as if it was a Right of Way for over 20 years, a DMMO could be applied for, albeit evidence covering the full period would be required as part of the application process.
- Suggested arranging a meeting with the landowner to explore solutions, including potential funding options to keep the footpath open.

Members discussed the request for a Definitive Maps Modification Order for continuous use of the permissive route across Happy Bottom. A vote was taken with two members voting in favour of submitting an application to Dorset Council for a DMMO, two voting against with one abstention.

The Clerk reiterated the Town Council did not have the powers and was not responsible for public footpaths and Right of Ways in Corfe Mullen. Should individuals wish to progress with a DMMO in the location, they should apply direct to Dorset Council, acknowledging the process was lengthy, with a significant backlog of cases.

It was **RESOLVED** not to proceed with a Definitive Map Modification Order for continuous use of footpath on private land in the location across Happy Bottom.

*The Chair returned to the sequential agenda.*

**PC 24/234 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:**

**Application No:** P/HOU/2025/01468  
**Location:** 4 Highfield Close Corfe Mullen BH21 3PJ  
**Proposal:** Erect single storey rear extension, (demolish existing).  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412927>

It was **RESOLVED** that there were no objections. However, it should be noted that no notification of planning application was displayed at the site to inform neighbours of the proposed development.

**Application No:** P/HOU/2025/01435  
**Location:** 126 Springdale Road Corfe Mullen BH21 3QL  
**Proposal:** Erection of annexe ancillary to the main dwelling house  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412893>

The Clerk noted Planning Application No, P/FUL/2024/06529 for the same location was considered and objected to by the Committee in November 2024 and read out the objections as a reminder.

It was **RESOLVED** to object on the same basis as follows:

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, bulk and visual impact in comparison to the existing dwelling, overdevelopment of the site 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.
- 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.

**Application No:** P/HOU/2025/01558  
**Location:** 8 Primrose Way Corfe Mullen BH21 3NT  
**Proposal:** Single Storey Front Extension and new driveway  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=413025>

It was **RESOLVED** that there were no objections. However, it was noted that should Dorset Council Planning grant permission, a dropped kerb would need to be installed and removal of grass verge to gain access to the new driveway, owned and maintained by Dorset Council.

**PC 24/235 To Note Tree Works Application received from Dorset Council Planning for information purposes:**

**Application No:** P/TRT/2025/00955  
**Location:** 43 Gladelands Way Corfe Mullen BH18 9JB, 157 Springdale Road Corfe Mullen BH21 3QQ and 25 Beech Close Corfe Mullen BH 18 9NJ  
**Proposal:** T1 Beech - Reduce lower overextended secondary and tertiary branches by 1m growing towards property at approximately 5m up to 8m from ground level.  
T2 Oak - Reduce lower overextended secondary and tertiary branches by 1m growing towards property at approximately 5m up to 8m from ground level.  
T3 Beech - Reduce lower overextended secondary and tertiary branches by 1m growing towards property at approximately 5m up to 8m from ground level.  
T4 Beech (located 157 Springdale Road) - Remove lower branches back to main stem. (Yellow crosses in attached photograph shows selected branches.)  
T5 Beech (25 Beech Close located just beyond boundary line) - Fell.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=412346>

The tree works application was **NOTED**.

**PS 24/236 Verbal – To Note Highways Update**

The Clerk provided an update on the repainting of the roundabout adjacent to Hillview Post Office, noting Cllr Purvis was liaising with Dorset Council Road Safety Officer relating to the work and costs involved to Dorset Council. A further update to be provided as and when required.

The Clerk noted the Deputy Clerk had scheduled a meeting with Dorset Council Highways on 2 April 2025, to discuss locations and requirements for Speed Indicator Devices (SIDS) across Corfe Mullen.

SR

Cllr Bonham asked for an update on the recent Julians Bridge Working Party in respect of a pedestrian crossing on Wimborne Road, adjacent to the Lambs Green Inn. The Clerk confirmed she was unable to attend the meeting on 13 March 2025, due to annual leave. However, the draft proposals of the Working Party including safe crossings in and around the A31 Lake Gates Roundabout and Julians Bridge were presented at the Full Council meeting on 28 January 2025, whereby the proposal document was agreed in principle, subject to updates relating to accessibility for all users. Wimborne Minster Town Council were reviewing the draft proposal ahead of finalising and circulating to key stakeholders.

**PC 24/237      Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**PC 24/238      To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 8 April 2025 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 24/239      Close of Meeting at 19:12.**

Signed as a correct record of the meeting.....*Anne Holland*.....Date.....*8/4/2025*.....

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





## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 22 April 2025**

**Agenda Item: TC 24/395**

**Paper: E**

<b>Subject:</b>	Recommendations from the Finance & Administration Committee
<b>Prepared by:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To Approve the recommendations made at the Finance & Administration Committee meeting held on 8 April 2025.
<b>Background:</b>	The Finance & Administration Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council.
<b>Key Points:</b>	<p>It was RESOLVED to recommend APPROVAL to the Full Council the following items:</p> <p><b>FA 24/66 - Budget Monitoring Report for the quarter ended 31 March 2025:</b> Allocate any underspend over and above the amount required to meet the deficit of the 2025/26 financial year budget/precept, Village Hall/Council Office improvements and proposed transfer of General Reserves to the Earmarked Reserves for the Sports Pavilion Redevelopment Project be allocated to Capital &amp; Exceptional expenditure for the Men's Shed initiative.</p> <p>The Budget Monitoring Report and Reserves Balances Report up to quarter ended 31 March 2025 shown in Appendix 1 was NOTED.</p> <p><b>FA 24/67 – Actions from the Internal Audit Report:</b> Report shown in Appendix 2 was NOTED.</p> <p><b>FA 24/68 - Funds Transfer from General Reserves to Earmarked Reserves:</b> Transfer underspend of £31,732.67 under Cost Centre 69 – Grants/CMVH into Capital Earmarked Reserves under Office Porch, retitled Council Office/Village Hall Improvements and £70,000 from General Reserves to Earmarked Reserves for the Sports Pavilion Refurbishment/Rebuild Project.</p> <p><b>FA 24/69 - Fund Transfers:</b> Fund transfers from October 2024 to February 2025 shown in Appendix 3 from the Public Sector Deposit Fund (PSDF) to top up Co-operative Bank Operating Account.</p> <p><b>FA 24/70 - Grants to Local Organisations Policy for the 2025/26 Financial Year:</b> Grants to Local Organisations Policy, application and monitoring forms, setting the limit to £200 for small organisations who may not have the necessary requirements as detailed under 2.4 of the Policy shown in Appendix 4.</p> <p><b>FA 24/71 - Purchasing of IT Related Items:</b></p> <ul style="list-style-type: none"> <li>a) <b>Replacement DECT (Digital) Phone Handsets</b> at a total cost of £511.25+VAT.</li> <li>b) <b>Replacement D-Link Switch</b> at a total cost of £525+VAT.</li> <li>c) <b>Additional Office Hardware/Software for New Starters</b> at a total Cost for hardware £2626+VAT (£1353+VAT to be reimbursed by Corfe</li> </ul>

	<p>Mullen Youth Trust) and software £54.52+VAT per month (£27.26+VAT per month to be reimbursed by Corfe Mullen Youth Trust).</p> <p>d) <b>Office/Grounds Team Mobile</b> at a total annual cost of £38.16 for a 30-day rolling sim only Lebara contract.</p>
<b>Implications:</b>	Failure to approve the recommendations from the Finance & Administration Committee would result in unlawful decisions and the Council not compliant with its financial regulations.
<b>Recommendation:</b>	To APPROVE the recommendations from the Finance & Administration Committee meeting held on 8 April 2025.

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
<b>Allotments</b>												
74 Rent			(N/A)			(N/A)			(N/A)			(N/A)
75 Water			(N/A)	350.01	46.51	303.50(86%)			(N/A)	1,400.00	655.65	744.35(53%)
76 Maintenance			(N/A)	624.99		624.99(N/A)			(N/A)	2,500.00	350.65	2,149.35(85%)
77 Compensation			(N/A)			(N/A)			(N/A)			(N/A)
99 Insurance			(N/A)	75.00		75.00(N/A)			(N/A)	300.00	294.69	5.31(1%)
106 Sheds			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Allotments			(N/A)	1,050.00	46.51	1,003.49(95%)			(N/A)	4,200.00	1,300.99	2,899.01(69%)
<b>Banking</b>												
82 CCLA transfers			(N/A)	12.51		12.51(N/A)			(N/A)	50.00	50.00	(0%)
100 Bank Charges			(N/A)	15.00	12.36	2.64(17%)			(N/A)	60.00	48.60	11.40(19%)
101 PWLB Loan Interest			(N/A)			(N/A)			(N/A)			(N/A)
134 Scottish Widows Transfer			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Banking			(N/A)	27.51	12.36	15.15(55%)			(N/A)	110.00	98.60	11.40(10%)
<b>Cemeteries</b>												
64 Insurance			(N/A)	174.99		174.99(N/A)			(N/A)	700.00	884.06	-184.06(-26%)
65 Rates & Utilities			(N/A)	750.00	624.35	125.65(16%)			(N/A)	3,000.00	3,076.67	-76.67(-2%)
66 Repairs and Maintenance			(N/A)	875.01	817.40	57.61(6%)			(N/A)	3,500.00	1,698.92	1,801.08(51%)
Sub Total for Cemeteries			(N/A)	1,800.00	1,441.75	358.25(19%)			(N/A)	7,200.00	5,659.65	1,540.35(21%)
<b>Climate Change</b>												
58 Events and Measures			(N/A)	125.01		125.01(N/A)			(N/A)	500.00		500.00(N/A)
Sub Total for Climate Change			(N/A)	125.01		125.01(N/A)			(N/A)	500.00		500.00(N/A)
<b>CMSA</b>												
144 CMSA Reimbursement			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for CMSA			(N/A)			(N/A)			(N/A)			(N/A)
<b>CMVH</b>												
108 VH Reimbursement			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for CMVH			(N/A)			(N/A)			(N/A)			(N/A)
<b>CMYT</b>												
125 CMYT - Reimbursement			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for CMYT			(N/A)			(N/A)			(N/A)			(N/A)
<b>Employees</b>												
10 Salaries			(N/A)	42,375.00	38,750.24	3,624.76(8%)			(N/A)	169,500.00	152,642.32	16,857.68(9%)
92 PAYE			(N/A)	5,375.01	4,743.40	631.61(11%)			(N/A)	21,500.00	19,241.80	2,258.20(10%)
93 National Insurance			(N/A)	8,525.01	6,592.74	1,932.27(22%)			(N/A)	34,100.00	26,755.44	7,344.56(21%)



**Corfe Mullen Town Council - Quarter 4**  
**(01/01/2025 to 31/03/2025 - All Cost Centres and Codes)**

31 March 2025 (2024-2025)

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
95 Pension			(N/A)	15,650.01	13,674.33	1,975.68(12%)			(N/A)	62,600.00	54,326.73	8,273.27(13%)
<b>Sub Total for Employees</b>			(N/A)	<b>71,925.03</b>	<b>63,760.71</b>	<b>8,164.32(11%)</b>			(N/A)	<b>287,700.00</b>	<b>252,966.29</b>	<b>34,733.71(12%)</b>
<b>Exceptional and Capital</b>												
80 PWLB Loan Repayments			(N/A)			(N/A)			(N/A)			(N/A)
84 Allotment Improvements			(N/A)			(N/A)			(N/A)			(N/A)
85 Plant Replacement			(N/A)	249.99		249.99(N/A)			(N/A)	1,000.00		1,000.00(N/A)
86 Litter Bin/Dog Bin Replacement			(N/A)			(N/A)			(N/A)			(N/A)
87 Highways Improvements net of CIL			(N/A)			(N/A)			(N/A)			(N/A)
88 Chapel Repairs			(N/A)			(N/A)			(N/A)			(N/A)
89 Platinum Jubilee Celebration			(N/A)			(N/A)			(N/A)			(N/A)
90 Building Revaluation			(N/A)			(N/A)			(N/A)			(N/A)
91 Trailer for Groundstaff Team			(N/A)	150.00	700.00	-550.00(-366%)			(N/A)	600.00	700.00	-100.00(-16%)
109 Cricket Fence and Nets			(N/A)	500.01		500.01(N/A)			(N/A)	2,000.00		2,000.00(N/A)
110 Henbury Play Area Fence			(N/A)			(N/A)			(N/A)			(N/A)
111 Tree Survey Remedial Actions			(N/A)	2,000.01	2,750.00	-749.99(-37%)			(N/A)	8,000.00	8,000.00	(0%)
112 Recreation Ground Pit Area			(N/A)	1,125.00		1,125.00(N/A)			(N/A)	4,500.00	1,900.00	2,600.00(57%)
113 Office Porch			(N/A)			(N/A)			(N/A)			(N/A)
114 Neighbourhood Plan			(N/A)			(N/A)			(N/A)		139.50	-139.50(N/A)
115 Remembrance Sunday			(N/A)	87.51		87.51(N/A)			(N/A)	350.00	249.60	100.40(28%)
117 CIL Expenditure			(N/A)	2,499.99		2,499.99(N/A)			(N/A)	10,000.00	10,300.00	-300.00(-3%)
127 Kings Coronation			(N/A)			(N/A)			(N/A)			(N/A)
128 Replacement Laptop			(N/A)			(N/A)			(N/A)			(N/A)
129 Replacement Vehicle			(N/A)			(N/A)			(N/A)			(N/A)
130 Civic Regalia			(N/A)	624.99		624.99(N/A)			(N/A)	2,500.00		2,500.00(N/A)
131 Website Redesign			(N/A)		2,598.00	-2,598.00(N/A)			(N/A)		2,598.00	-2,598.00(N/A)
132 Old Cemetery Driveway			(N/A)			(N/A)			(N/A)			(N/A)
137 Commemorative Flag Pole			(N/A)	249.99	145.80	104.19(41%)			(N/A)	1,000.00	218.80	781.20(78%)
138 D-Day 80th Anniversary			(N/A)	624.99		624.99(N/A)			(N/A)	2,500.00		2,500.00(N/A)
139 Bus Shelters			(N/A)	2,750.01		2,750.01(N/A)			(N/A)	11,000.00	6,665.75	4,334.25(39%)
140 Road Safety Measures			(N/A)	1,875.00		1,875.00(N/A)			(N/A)	7,500.00		7,500.00(N/A)
141 Recreation Ground Fence			(N/A)	1,500.00		1,500.00(N/A)			(N/A)	6,000.00	4,981.00	1,019.00(16%)
142 Dropped Kerb Programme			(N/A)	2,499.99		2,499.99(N/A)			(N/A)	10,000.00		10,000.00(N/A)
143 Additional CCTV			(N/A)	500.01		500.01(N/A)			(N/A)	2,000.00	2,034.89	-34.89(-1%)
<b>Sub Total for Exceptional and Capital</b>			(N/A)	<b>17,237.49</b>	<b>6,193.80</b>	<b>11,043.69(64%)</b>			(N/A)	<b>68,950.00</b>	<b>37,787.54</b>	<b>31,162.46(45%)</b>
<b>General Admin</b>												
11 Staff Travelling Expenses			(N/A)	50.01		50.01(N/A)			(N/A)	200.00	13.50	186.50(93%)
28 Legal Fees			(N/A)	500.01		500.01(N/A)			(N/A)	2,000.00	48.00	1,952.00(97%)
29 Employment Services			(N/A)	530.01	120.00	410.01(77%)			(N/A)	2,120.00	1,339.00	781.00(36%)
30 Staff Training			(N/A)	624.99	3,450.00	-2,825.01(-452%)			(N/A)	2,500.00	6,760.00	-4,260.00(-170%)
31 Staff Professional Fees			(N/A)	90.00		90.00(N/A)			(N/A)	360.00	357.00	3.00(0%)

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
32 Councillor Training			(N/A)	500.01	385.00	115.01(23%)			(N/A)	2,000.00	1,710.00	290.00(14%)
33 Insurance			(N/A)	350.01		350.01(N/A)			(N/A)	1,400.00	1,768.12	-368.12(-26%)
34 DAPTC			(N/A)	378.75		378.75(N/A)			(N/A)	1,515.00	1,513.90	1.10(0%)
35 Audit Fees			(N/A)	549.99	1,200.00	-650.01(-118%)			(N/A)	2,200.00	3,365.00	-1,165.00(-52%)
36 Meeting Room Hire			(N/A)	399.99	649.75	-249.76(-62%)			(N/A)	1,600.00	2,282.50	-682.50(-42%)
37 Advertising			(N/A)	125.01	219.40	-94.39(-75%)			(N/A)	500.00	658.20	-158.20(-31%)
38 Councillors Travelling Expenses			(N/A)	125.01		125.01(N/A)			(N/A)	500.00		500.00(N/A)
39 Chairman's Allowance			(N/A)	125.01	458.35	-333.34(-266%)			(N/A)	500.00	1,070.85	-570.85(-114%)
40 Town Council Newsletter			(N/A)	1,500.00		1,500.00(N/A)			(N/A)	6,000.00		6,000.00(N/A)
41 Publications and Subscriptions			(N/A)	65.01	130.00	-64.99(-99%)			(N/A)	260.00	230.00	30.00(11%)
42 Office IT & Software			(N/A)	1,125.00	2,259.30	-1,134.30(-100%)			(N/A)	4,500.00	11,698.37	-7,198.37(-159%)
44 Election Costs			(N/A)	3,375.00		3,375.00(N/A)			(N/A)	13,500.00	50.00	13,450.00(99%)
45 Miscellaneous			(N/A)	12.51	150.71	-138.20(-1104%)			(N/A)	50.00	150.71	-100.71(-201%)
46 Notice Boards & Signs			(N/A)	125.01		125.01(N/A)			(N/A)	500.00	444.39	55.61(11%)
47 Civic Expenses			(N/A)	249.99		249.99(N/A)			(N/A)	1,000.00	193.24	806.76(80%)
105 Health & Safety Services			(N/A)	800.01	1,090.05	-290.04(-36%)			(N/A)	3,200.00	4,492.86	-1,292.86(-40%)
Sub Total for General Admin			(N/A)	11,601.33	10,112.56	1,488.77(12%)			(N/A)	46,405.00	38,145.64	8,259.36(17%)
Grants												
68 Youth Centre Revenue Grant			(N/A)	9,249.99	7,641.25	1,608.74(17%)			(N/A)	37,000.00	33,488.73	3,511.27(9%)
69 CMVH			(N/A)	12,500.01		12,500.01(N/A)			(N/A)	50,000.00	18,267.33	31,732.67(63%)
73 Small Grants Programme GPC			(N/A)	2,124.99	-3,170.00	5,294.99(249%)			(N/A)	8,500.00	4,516.10	3,983.90(46%)
Sub Total for Grants			(N/A)	23,874.99	4,471.25	19,403.74(81%)			(N/A)	95,500.00	56,272.16	39,227.84(41%)
Income: Allotment												
4 Allotment Rents	375.00	1,440.31	1,065.31(284%)			(N/A)	1,500.00	2,186.38	686.38(45%)			(N/A)
Sub Total for Income: Allotment	375.00	1,440.31	1,065.31(284%)			(N/A)	1,500.00	2,186.38	686.38(45%)			(N/A)
Income: Bank Interest												
3 Bank Interest	3,000.00	6,268.22	3,268.22(108%)			(N/A)	12,000.00	33,845.60	21,845.60(182%)			(N/A)
Sub Total for Income: Bank Interest	3,000.00	6,268.22	3,268.22(108%)			(N/A)	12,000.00	33,845.60	21,845.60(182%)			(N/A)
Income: Booklet Sales												
7 Booklet/Leaflet Sales			(N/A)			(N/A)		6.00	6.00(N/A)			(N/A)
Sub Total for Income: Booklet Sales			(N/A)			(N/A)		6.00	6.00(N/A)			(N/A)
Income: Cemetery												
2 Cemetery Fees	1,250.01	2,592.00	1,341.99(107%)			(N/A)	5,000.00	6,840.00	1,840.00(36%)			(N/A)
Sub Total for Income: Cemetery	1,250.01	2,592.00	1,341.99(107%)			(N/A)	5,000.00	6,840.00	1,840.00(36%)			(N/A)
Income: Exceptional and Capital												
78 CIL Receipts	999.99		-999.99(N/A)			(N/A)	4,000.00	6,019.75	2,019.75(50%)			(N/A)
79 S.106 Receipts			(N/A)			(N/A)			(N/A)			(N/A)

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
120 Neighbourhood Plan Grant Funding			(N/A)			(N/A)			(N/A)			(N/A)
126 Refundable Damage Deposits		-100.00	-100.00(N/A)			(N/A)		-100.00	-100.00(N/A)			(N/A)
Sub Total for Income: Exceptional and Capital	999.99	-100.00	-1,099.99(-110%)			(N/A)	4,000.00	5,919.75	1,919.75(47%)			(N/A)
Income: FOI												
6 FOI			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income: FOI			(N/A)			(N/A)			(N/A)			(N/A)
Income: Other												
8 Other Income			(N/A)			(N/A)			(N/A)			(N/A)
9 Village hall			(N/A)			(N/A)			(N/A)			(N/A)
102 VAT Reclaim			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income: Other			(N/A)			(N/A)			(N/A)			(N/A)
Income: Precept												
1 Precept	137,781.24		-137,781.24(N/A)			(N/A)	551,125.00	551,125.00	(0%)			(N/A)
Sub Total for Income: Precept	137,781.24		-137,781.24(N/A)			(N/A)	551,125.00	551,125.00	(0%)			(N/A)
Income: Recreation Ground												
5 Recreation	12.51		-12.51(N/A)			(N/A)	50.00	50.00	(0%)			(N/A)
118 Pitch Fees	1,374.99	3,030.00	1,655.01(120%)			(N/A)	5,500.00	10,076.00	4,576.00(83%)			(N/A)
119 Tennis Court Fees	1,625.01	2,111.51	486.50(29%)			(N/A)	6,500.00	8,236.25	1,736.25(26%)			(N/A)
133 Cricket Fees	249.99		-249.99(N/A)			(N/A)	1,000.00	910.00	-90.00(-9%)			(N/A)
135 Pavilion Lounge Hire		4,511.00	4,511.00(N/A)			(N/A)		15,646.00	15,646.00(N/A)			(N/A)
Sub Total for Income: Recreation Ground	3,262.50	9,652.51	6,390.01(195%)			(N/A)	13,050.00	34,918.25	21,868.25(167%)			(N/A)
Office Costs												
48 Printing/Postage/Stationery			(N/A)	162.51	237.97	-75.46(-46%)			(N/A)	650.00	1,161.20	-511.20(-78%)
49 Telephone/Internet			(N/A)	300.00	302.25	-2.25(-0%)			(N/A)	1,200.00	1,151.81	48.19(4%)
50 Copier Lease			(N/A)			(N/A)			(N/A)			(N/A)
51 Insurance			(N/A)	174.99		174.99(N/A)			(N/A)	700.00	884.06	-184.06(-26%)
52 Rates			(N/A)	1,037.49	432.00	605.49(58%)			(N/A)	4,150.00	4,322.59	-172.59(-4%)
53 Repairs & Maintenance			(N/A)	249.99	15.02	234.97(93%)			(N/A)	1,000.00	1,616.15	-616.15(-61%)
54 Utilities			(N/A)	562.50	1,313.79	-751.29(-133%)			(N/A)	2,250.00	3,045.68	-795.68(-35%)
55 Fire and Security			(N/A)	200.01	227.96	-27.95(-13%)			(N/A)	800.00	1,332.56	-532.56(-66%)
56 Office Cleaning (inc Windows)			(N/A)	99.99	36.66	63.33(63%)			(N/A)	400.00	429.05	-29.05(-7%)
57 Miscellaneous			(N/A)	24.99	29.73	-4.74(-18%)			(N/A)	100.00	29.73	70.27(70%)
104 Office Furniture			(N/A)			(N/A)			(N/A)		271.15	-271.15(N/A)
107 Office - Waste Collection			(N/A)	101.25	101.27	-0.02(-0%)			(N/A)	405.00	403.23	1.77(0%)
Sub Total for Office Costs			(N/A)	2,913.72	2,696.65	217.07(7%)			(N/A)	11,655.00	14,647.21	-2,992.21(-25%)
Recreation												
12 Ground Staff Building (premises C			(N/A)	624.99	329.47	295.52(47%)			(N/A)	2,500.00	2,798.71	-298.71(-11%)

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
13 Public Toilets			(N/A)	1,374.99	1,080.00	294.99(21%)			(N/A)	5,500.00	4,939.57	560.43(10%)	
14 PPE & Uniform			(N/A)	500.01	34.08	465.93(93%)			(N/A)	2,000.00	1,004.34	995.66(49%)	
15 Cleaning Materials & Supplies			(N/A)	624.99	609.31	15.68(2%)			(N/A)	2,500.00	1,865.76	634.24(25%)	
16 Litter & Dog Bins			(N/A)	249.99		249.99(N/A)			(N/A)	1,000.00	725.22	274.78(27%)	
17 Security (Alarm & CCTV)			(N/A)	2,437.50	1,470.00	967.50(39%)			(N/A)	9,750.00	7,666.00	2,084.00(21%)	
18 Waste & Recycling			(N/A)	1,175.01	1,343.77	-168.76(-14%)			(N/A)	4,700.00	4,634.72	65.28(1%)	
19 Tools & Equipment			(N/A)	500.01	316.43	183.58(36%)			(N/A)	2,000.00	1,427.32	572.68(28%)	
20 Contractor Costs			(N/A)	6,249.99	4,324.40	1,925.59(30%)			(N/A)	25,000.00	15,305.39	9,694.61(38%)	
21 Utilities			(N/A)	750.00	1,511.84	-761.84(-101%)			(N/A)	3,000.00	2,969.88	30.12(1%)	
22 Insurance			(N/A)	174.99		174.99(N/A)			(N/A)	700.00	884.06	-184.06(-26%)	
23 Rent DCC			(N/A)	162.51		162.51(N/A)			(N/A)	650.00		650.00(N/A)	
24 Play Areas			(N/A)	3,750.00	897.77	2,852.23(76%)			(N/A)	15,000.00	5,223.63	9,776.37(65%)	
25 Dog Warden			(N/A)			(N/A)			(N/A)			(N/A)	
26 Community Orchard			(N/A)			(N/A)			(N/A)			(N/A)	
27 Tree Planting			(N/A)	24.99	75.52	-50.53(-202%)			(N/A)	100.00	75.52	24.48(24%)	
97 Telephone/Broadband/Mobiles			(N/A)	188.76	216.03	-27.27(-14%)			(N/A)	755.00	791.27	-36.27(-4%)	
98 Recreation/Sports Facility Maintenan			(N/A)	2,499.99	982.40	1,517.59(60%)			(N/A)	10,000.00	4,819.66	5,180.34(51%)	
116 Pavilion - Health & Safety			(N/A)	375.00	98.30	276.70(73%)			(N/A)	1,500.00	1,097.60	402.40(26%)	
121 Pavilion - Utilities			(N/A)	2,124.99	2,533.01	-408.02(-19%)			(N/A)	8,500.00	6,426.23	2,073.77(24%)	
122 Pavilion - Professional Fees			(N/A)	125.01		125.01(N/A)			(N/A)	500.00		500.00(N/A)	
123 Pavilion - Cleaning & Supplies			(N/A)	2,199.99	1,661.50	538.49(24%)			(N/A)	8,800.00	6,959.88	1,840.12(20%)	
124 Pavilion - Maintenance			(N/A)	1,749.99	1,296.87	453.12(25%)			(N/A)	7,000.00	3,705.31	3,294.69(47%)	
136 Pavilion - Waste			(N/A)	125.01	166.02	-41.01(-32%)			(N/A)	500.00	637.12	-137.12(-27%)	
Sub Total for Recreation			(N/A)	27,988.71	18,946.72	9,041.99(32%)			(N/A)	111,955.00	73,957.19	37,997.81(33%)	
Street Lighting & Furniture													
81 Street Lighting and Furniture			(N/A)	1,250.01	1,404.37	-154.36(-12%)			(N/A)	5,000.00	4,905.83	94.17(1%)	
Sub Total for Street Lighting & Furniture			(N/A)	1,250.01	1,404.37	-154.36(-12%)			(N/A)	5,000.00	4,905.83	94.17(1%)	
Vehicles & Plant													
59 Road Tax			(N/A)	125.01		125.01(N/A)			(N/A)	500.00	335.00	165.00(33%)	
60 Insurance			(N/A)	500.01		500.01(N/A)			(N/A)	2,000.00	1,772.63	227.37(11%)	
61 Vehicle Fuel			(N/A)	399.99	260.41	139.58(34%)			(N/A)	1,600.00	1,434.52	165.48(10%)	
62 Vehicle Maintenance			(N/A)	375.00	2,659.43	-2,284.43(-609%)			(N/A)	1,500.00	2,825.03	-1,325.03(-88%)	
63 Plant Maintenance			(N/A)	375.00	1,106.99	-731.99(-195%)			(N/A)	1,500.00	1,693.79	-193.79(-12%)	
103 Equipment Fuel			(N/A)	99.99	35.40	64.59(64%)			(N/A)	400.00	424.86	-24.86(-6%)	
Sub Total for Vehicles & Plant			(N/A)	1,875.00	4,062.23	-2,187.23(-116%)			(N/A)	7,500.00	8,485.83	-985.83(-13%)	
TOTALS.....	146,668.74	19,853.04	-126,815.70(-86%)	161,668.80	113,148.91	48,519.89(30%)	586,675.00	634,840.98	48,165.98(332%)	646,675.00	494,226.93	152,448.07(-205%)	
NET Variance Quarter 4 .....						-78,295.81	NET accumulative variance to END of Quarter 4.....						200,614.05

**Corfe Mullen Town Council**  
**Reserves Balance**  
**2024-2025**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Plant Replacement	2,000.00	-1,000.00			1,000.00
Trailer & Accessories for Ground	335.84	264.16	700.00		-100.00
Office Porch	10,000.00				10,000.00
Replacement Vehicle	-950.00	950.00			0.00
Bus Shelters		11,000.00	6,665.75		4,334.25
<b>Total Capital</b>	<b>11,385.84</b>	<b>11,214.16</b>	<b>7,365.75</b>		<b>15,234.25</b>
<b>Earmarked</b>					
Section 106 Monies	204,848.02				204,848.02
Pavilion Refurbishment/Rebuild	42,761.67	115,000.00			157,761.67
Cricket Fence and Nets	2,000.00				2,000.00
Tree Survey & Remedial Works	105.00	7,895.00	8,000.00		0.00
Recreation Ground Pit Area	-1,240.00	5,740.00	1,900.00		2,600.00
Neighbourhood Plan	4,214.28		139.50		4,074.78
Remembrance Sunday	627.68	-277.68	249.60		100.40
CIL Receipts	9,251.36			6,019.75	15,271.11
Kings Coronation	-66.76	66.76			0.00
Replacement Laptop	134.17	-134.17			0.00
Civic Regalia	27.20	2,472.80			2,500.00
Website Redesign	5,000.00		2,598.00		2,402.00
Old Cemetery Driveway	4,290.00	-4,290.00			0.00
Refundable Damage Deposits	600.00			-100.00	500.00
Commemorate Flag Pole		1,000.00	218.80		781.20
D-Day 80th Anniversary		2,500.00			2,500.00
Road Safety Measures		7,500.00			7,500.00
Recreation Ground Fence		6,000.00	4,981.00		1,019.00
Dropped Kerb Programme		10,000.00			10,000.00
Additional CCTV		2,000.00	2,034.89		-34.89
<b>Total Earmarked</b>	<b>272,552.62</b>	<b>155,472.71</b>	<b>20,121.79</b>	<b>5,919.75</b>	<b>413,823.29</b>
<b>TOTAL RESERVE</b>	<b>283,938.46</b>	<b>166,686.87</b>	<b>27,487.54</b>	<b>5,919.75</b>	<b>429,057.54</b>
<b>GENERAL FUND</b>					301,222.92
<b>TOTAL FUNDS</b>					730,280.46

## Appendix 2 – Actions from Interim Internal Audit – Update to Finance & Administration Committee - 8 April 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 has 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 was minuted as part of the review of the Interim Internal Audit Report at the Full Council meeting held on 25 February 2025.</p>	Closed
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 it 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>	Closed

No.	Category	Internal Audit Recommendation	Clerks Comments	Status
			<p>manager appointed, grant funding/PWLB to be explored.</p> <p>Transfer of underspend to earmarked reserves to be discussed under Paper E.</p>	
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 envelope 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.	Closed
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.	<p>In line with the previous Internal Auditors comments relating to the threshold for items listed on the Asset Register above £250. The Asset Register has been reviewed and updated accordingly.</p> <p>An inventory of Council property/items is in progress.</p>	Open

No.	Category	Internal Audit Recommendation	Clerks Comments	Status
7.	Website Accessibility	The Town Clerk has confirmed this will be part of the new website configuration along with the new requirements for accessibility.	New website meets the WCAG 2.2 AA standard for website accessibility.	Closed
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.	Policy to be drafted and reviewed at the next meeting on 8 July 2025.	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 on 8 July 2025 and approved by Full Council.	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.	<p>The appointment and reappointment for the 2025/26 of the Internal Auditor was minuted as part of the review of the Interim Internal Audit Report at the Full Council meeting held on 25 February 2025.</p> <p>Reappointment to be discussed with the Internal Auditor when he visits on 30 April 2025 to sign off year end reporting.</p>	Open



# Bank Transfers

Transfers are similar to ordinary transactions, but relate wholly to movements of money within the Council, rather than receipts or payments by the Council. These are easy to forget, but are essential to providing a comprehensive account of the Council's monetary position.

Date	Amount	From Bank	To Bank	Comment
13/02/2025 00:00:00	60000.00	Public Sector Deposit Fund	Cooperative Current Account	Top up current account
19/12/2024 00:00:00	60000.00	Public Sector Deposit Fund	Cooperative Current Account	Top up current account
25/10/2024 00:00:00	80000.00	Public Sector Deposit Fund	Cooperative Current Account	Top-up current account





# **Corfe Mullen Town Council**

## **Grants to Local Organisations Policy**

## **1. Introduction**

1.1. A grant is any payment made by Corfe Mullen Town Council (the 'Council') to be used by a local organisation for a specific purpose that will benefit the Parish or residents of Corfe Mullen, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion to local organisations that can demonstrate a clear need for financial support where the Parish will benefit by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Corfe Mullen in a positive way

## **2. Grant Application Process**

2.1. This policy, application form, and any other required forms will be available on the Council website or by request from the Council Office. Upon receipt of all applications after the application deadline date, the Clerk of the Council will collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting(s).

2.2. All questions on the application form should be fully answered and additional information supporting an application should be provided.

2.3. In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity
- demonstrate the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area
- demonstrate a clear need for the funding
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan

2.4. For smaller organisations, the Council may consider awarding a small grant up to £ limit to be determined who may not have all of the supporting information shown in 2.3 above, therefore the following supporting information will be required:

- full details of the project or activity including copies of quotations for services, materials, consumables etc for the project or activity and a copy of proposed publicity promoting project or activity
- demonstrate the grant will be for public benefit within the Parish
- the proportion or number of beneficiaries living in the electoral area
- demonstrate a clear need for the funding

2.5. There will be two rounds of grant funding in the 2025/26 financial year as follows:

- Round 1: Grant applications must be received by Friday 30 June 2025 for grants to be awarded by 31 July 2025.
- Round 2: Grant applications must be received by Friday 3 October 2025 for grants to be awarded by 28 November 2025.

- 2.6. The Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.
- 2.7. The Council has a limited budget each year and for the year 2025/26, the total small grants budget for both rounds is £12,000.
- 2.8. The Council's Finance & Administration Committee will consider grant applications and make recommendations to the Full Council as follows:
- Round 1: At their meeting on 8 July 2025 for ratification by the Full Council on 22 July 2025. Any grants awarded will be paid by 31 July 2025.
  - Round 2: At their meeting on 14 October 2025 for ratification by the Full Council on 28 October 2025. Any grants awarded will be paid by 28 November 2025.
- 2.9. Additional grant applications may be considered by the Council throughout the financial year from 1 April to 31 March, subject to budget availability.

### **3. Conditions of Funding**

- 3.1. The organisation must be either not-for-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 3.2. Grants will not be made to individuals.
- 3.3. Grants will not be made retrospectively.
- 3.4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 3.5. An organisation should have a bank account in its own name with two authorised representatives as signatories with exception of smaller organisations, where a risk-based approach will be taken by the Council on a case-by-case basis.
- 3.6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council upon request with exception of small organisations, who should supply copies of invoices and/or receipts as evidence of expenditure when completing the End of Year Grant monitoring form.
- 3.7. Only one application for a grant will be considered from each organisation in any one financial year.
- 3.8. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
- 3.9. Each application will be assessed on its own merits.
- 3.10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to

refuse any grant application that it considers being inappropriate, unethical or against the objectives of the Council.

- 3.11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies.
- 3.12. Any unspent grant must be returned to the Council by the end of the financial year in which it was awarded.
- 3.13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 3.14. An End of Year Grant to Local Organisation Monitoring Form must be completed no later than 60 days following the end of the financial year it was awarded.
- 3.15. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



## GRANT TO LOCAL ORGANISATIONS APPLICATION FORM

Please read the guidance notes before completing the form

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tele No	
5.	Email Address	
6.	Address where activities are based <i>if different from contact address</i>	
7.	What area (community) is served?	
8.	Are there any other similar facilities or services provided in the area/district?	
9.	Approximately how many people in Corfe Mullen benefit from and/or attend your organisation/activity?	
10.	How does your organisation/activity benefit the residents of Corfe Mullen?	

11.	Present charges/subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	
13.	Details of the project, activity, or service to be provided and how it will benefit the community: <i>Smaller organisations to provide copy of proposed publicity promoting project or activity</i>	
14.	a) Proposed starting date of project, activity or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project or activity.	

15.	Please give details of the cost of the project  <i>Smaller organisations to provide copies or quotations for services, materials and consumables etc.</i>	
16.	Please give details of other grants awarded or applied for.	
17.	Amount of grant requested from Corfe Mullen Town Council	
18.	Any other relevant information <i>continue on a separate sheet if necessary</i>	

Signed.....

Date.....



Please return your application form to: Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk) enclosing your organisation's latest financial statement. **The deadline for receipt of applications for both grant funding rounds are shown under 2.5 above.**

### ***Guidance Notes for Completing the Grants to Local Organisations Application Form***

1. Not all the questions contained in this application form are relevant to all local organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:  
  
The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example, Dorset Council as the Unitary Authority.
4. All applications **must** include:
  - a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances) with exception of smaller organisations as detailed under 2.4 above.
  - b) All applications for grant funding must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only be considered from the following categories:
  - a) A Corfe Mullen-based charity, organisation or association.
  - b) An organisation or association serving the needs of the residents of the Parish of Corfe Mullen.
  - c) An organisation or association serving a specific demographic of the community in the Parish of Corfe Mullen.
  - d) An award of a grant must give direct benefit to all or some of the residents of the Parish of Corfe Mullen, and the size of the grant should be commensurate with the benefit delivered.
  - e) The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village. By law, the Council cannot offer financial assistance to any political party.
6. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.
7. You will be informed in writing whether your application has been successful.
8. If you have any queries or wish to discuss the application, please contact the Council Office on 01202 698600 or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk).

Name of organisation	
Amount awarded	£

## Section 1: Spending your grant:

Item/Activity <i>continue on a separate sheet if necessary</i>	Cost
Total Spent:	

Please note, upon request any unspent grant to be returned to the Council. Failure to comply with request may result in further action and no further grants awarded to your organisation.

If activities or items detailed above are different in any way from what was stated on the original application form, use the space below to explain the changes.

*Continue on a separate sheet if necessary*

## Section 2: The benefits of your grant

Please give details below of the ways in which the grant has been of benefit to the community, or groups the organisation are working with. You can attach an activity report or other supporting information if you wish.

*Continue on a separate sheet if necessary*

Please estimate the following (if applicable):

The average number of people who attended the activity	
The number of volunteers who have helped to deliver the activity	
How many people benefited from the item and/or activity	

## Section 3: The signed declaration

I confirm that the details contained in this form are correct and that the Council will keep all financial records and accounts for at least seven years from payment of the grant. The Council understands that this does not release them from any legal responsibility to keep records for longer periods.

Name: \_\_\_\_\_

Position in local organisation \_\_\_\_\_

Contact telephone number or email address: \_\_\_\_\_

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

*THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM. PLEASE RETURN TO THE COUNCIL OFFICE.*

#### HOW WE USE YOUR PERSONAL INFORMATION

The information provided by the local organisation will be used by Corfe Mullen Town Council to contact the organisation about the application. The information will not be disclosed to third parties except as described below. The Council may check information provided by the organisation, or information about the organisation provided by a third party, with other information held by the Council. The Council may also obtain information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, go to the Council's website [www.corfemullen-tc.gov.uk](http://www.corfemullen-tc.gov.uk) or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk).



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 22 April 2025

Agenda Item: TC 24/396

Paper: F

<b>Subject:</b>	Tree Management Policy
<b>Prepared By:</b>	Daryl Pearce, Deputy Town Clerk
<b>Purpose of Report:</b>	For members to consider and approve new Tree Management Policy for Council owned trees.
<b>Background:</b>	The new policy has been drafted to set out the Council's approach to managing Council-owned trees, ensuring their safety and sustainability.
<b>Key Points:</b>	<p>The draft Tree Management Policy is shown in Appendix 1.</p> <p>This policy will guide the Council's tree management, ensuring compliance with legal, health and safety responsibilities, and sustainability best practices.</p> <p>The policy has been drafted alongside Dorset Council's Tree Policy and guidance from the Arboriculturist who conducted the recent 3 yearly tree survey on behalf of the Council.</p> <p>Members of the public requests for tree maintenance including felling and/or maintenance of Council owned trees will be referred to the policy for guidance on how the Council manages its tree stock.</p>
<b>Implications:</b>	<p>The Council manage numerous sites within Corfe Mullen with trees near footpaths, roads and buildings. The Council has a duty to ensure site users, members of the public, staff and occupants are not put at risk due to any failure to take all reasonable precautions to ensure their safety.</p> <p>The policy provides clear guidance to the Council, its staff, members of the public, agents, partners and contractors working with Council owned trees.</p>
<b>Recommendation:</b>	To Approve and Adopt Tree Management Policy.



## **Corfe Mullen Town Council Tree Management Policy**

## 1. Introduction

1.1. This policy sets out Corfe Mullen Town Council's (the 'Council's') approach to managing Council-owned trees, ensuring their safety and sustainability. Trees provide numerous environmental, social, and aesthetic benefits, including:

- Improving air quality and mitigating the urban heat island effect.
- Enhancing mental well-being and community spaces.
- Contributing to the village's character, landscape, and flood mitigation efforts.
- Providing vital habitats for wildlife, particularly in urban areas.
- Acting as Ancient, Veteran, or Notable trees with high biodiversity, cultural, and heritage value.
- Supporting carbon storage and climate change mitigation.

1.2. The Council manage numerous sites within Corfe Mullen with trees near footpaths, roads and buildings. The Council has a duty to ensure site users, members of the public, staff and occupants are not put at risk due to any failure to take all reasonable precautions to ensure their safety.

## 2. Tree Policy Statements

2.1. The following policies guide the Council's tree management, ensuring compliance with legal, health and safety responsibilities, and sustainability best practices.

## 3. General

3.1. All agents, partners, and contractors working with Council-owned trees must adhere to this policy.

## 4. Public Safety

4.1. The Council will manage its tree stock in accordance with its legal obligations under relevant legislation, including the [Health and Safety at Work Act 1974](#), the [Highways Act 1980](#), and the [Occupiers' Liability Act 1984](#).

4.2. Regular tree inspections and maintenance will be carried out based on industry guidelines, with adjustments made to reflect local needs and budgets. The Council will ensure an inspection of all trees is undertaken every 3 years by qualified arboriculturists. Inspections will provide the following information:

- Location map.
- Tree species (common name).
- Size:
  - a) Diameter at Breast Height, Diameter of the main trunk measured at 1.5m.
  - b) Estimated height (m) from ground level.
- Age class.
- Physiological Condition.
- Notes on structural conditions and local environment.
- Target Range - (Highest value target that the most significant part likely to fail could strike. Ranges from 1-6 where 1=high and 6=low value occupancy.
- Size Range – Size category of the most significant part likely to fail. Ranges from 1-5 where 1=large and 5=small. Alternatively, P=Property if the most likely target is a building/structure or parked vehicle.
- Probability of failure – Probability of failure from the relative hazard.

- Risk of Harm – The result of the calculation where the target range, size range and probability of failure are qualified using the Qualified Tree Risk Assessment (QTRA) calculator. The results show the probability of harm over the next 12 months.
- Management Recommendations.
- Priority:
  - a) Urgent = Control the risk immediately.
  - b) High = As soon as is reasonably practical.
  - c) Non-Urgent = As funds allow.
  - d) Pragmatic = Before the next tree survey.
  - e) Advisory = No time frame.
  - f) N/A = No recommendations made.

4.3. Where trees obstruct essential CCTV coverage for public safety, additional pruning may be considered on a case-by-case basis, balancing public safety with the welfare of trees.

## **5. Arboricultural Standards, Maintenance, and Biodiversity**

5.1. All tree work will adhere to British Standards BS3998:2010 (Tree Work) and BS5837:2012 (Trees in Relation to Design, Demolition, and Construction). The Council will comply with legislation including the [Wildlife and Countryside Act 1981](#), the [Conservation of Habitats and Species Regulations](#), and the [Plant Health \(Forestry\) Order 2005](#). Tree management will align with the Council's biodiversity goals, ensuring conservation and enhancement of local wildlife habitats.

## **6. Tree Removal**

6.1. The Council prioritises retaining trees unless there is a sound arboricultural reason for removal. Alternative management methods such as coppicing, pollarding, or canopy reduction will be considered to enhance biodiversity and public safety. Trees will only be removed if:

- They are dead, dying, or dangerous.
- They cause significant structural damage, verified through subsidence claims.
- They are deemed an inappropriate species for their location.
- Their removal is part of an approved management plan or enhancement project.

6.2. Advance notice of removal will be posted on the tree, except in urgent cases, and members will be informed.

## **7. Tree Planting**

7.1. The Council is committed to maintaining and increasing its tree stock by planting appropriate species suited to each location, with a focus on biodiversity and climate resilience.

7.2. The Council will integrate tree planting into its climate change initiatives and community engagement initiatives.

7.3. The Council will actively pursue funding opportunities to purchase new trees and will apply for free trees through the [Woodland Trust](#) as they become available.

7.4. Any tree planting on land not owned by the Council will only be carried out with the landowner's permission.

## **8. Tree Pruning**

8.1. The Council will not have trees pruned or removed for the following reasons:

- Obstructing light or views.



- Falling leaves, flowers, seeds, or honeydew from aphids.
- Interference with renewable energy systems.
- Impact on satellite/digital TV reception or telephone lines.
- Presence of nesting birds or associated droppings.
- Perceived excessive size.
- Allergies related to pollen or seed dispersal.
- Private offers to pay for tree removal or replacement.
- Pavement or kerb disturbance (engineering solutions will be sought).

## **9. Damage to Council-Owned Trees and Compensation**

9.1. The Council will seek compensation from any individual or organisation responsible for significant damage to, or unauthorised removal of, Council-owned trees. Compensation will be calculated using the nationally recognised Capital Asset Value for Amenity Trees (CAVAT) shown in Appendix 1.

## **10. Review and Amendments**

- 10.1. This Tree Management Policy was presented to the Full Council, for approval and adoption on XX April 2025, minute no. TC 24/XXX.
- 10.2. Future reviews will be carried out bi-annually or when any changes are made to related legislation and best practices, whichever is sooner.

## **11. References**

- 11.1. [Dorset Council Tree Policy](#)
- 11.2. [London Tree Officers Association's CAVAT](#)
- 11.3. [NB Tree Management](#)

## Appendix 1 –

[Capital Asset Value for Amenity Trees](#) (CAVAT) is a system used in the UK to estimate the financial value of trees, particularly in urban environments. It was developed by the [London Tree Officers Association](#) (LTOA) to help local authorities and professionals justify tree management, protection, and replacement costs.

### **CAVAT considers several factors to determine a tree's value:**

- Tree Size – Based on trunk diameter.
- Community Value – How much the tree benefits the local population.
- Functional Value – The tree's condition and expected lifespan.
- Amenity Value – The tree's contribution to the landscape and environment.

### **How CAVAT is Calculated:**

CAVAT is based on a formula that estimates the public benefit of a tree, using trunk diameter as a key measurement. The system has two approaches:

- [Full Method](#) – Used for strategic tree management and high-value assessments.
- Quick Method – Used for rapid valuations, often in legal cases or planning.

### **Key Considerations in CAVAT**

- Older, larger trees have significantly higher value.
- Trees in busy urban areas have higher value due to greater public benefit.
- Poorly maintained or damaged trees have lower values.

### **Example Calculation (Simplified)**

A mature oak tree in a busy town with a trunk diameter of 80 cm and good condition may have a CAVAT value of £50,000 - £100,000.

### **How to Use CAVAT**

- Local authorities use it for tree protection and management.
- Developers use it to calculate compensation for tree loss.
- It supports legal claims (e.g., damage due to tree removal).



## PLANNING & HIGHWAYS COMMITTEE – REPORT

Meeting Date: 22 April 2025

Agenda Item: TC 24/397

Paper: G

<b>Subject:</b>	Speed Indicator Devices (SIDs)								
<b>Prepared By:</b>	Daryl Pearce, Deputy Town Clerk								
<b>Purpose of Report:</b>	For members to consider the next steps for installation of Speed Indicator Devices (SIDs) in Corfe Mullen								
<b>Background:</b>	<p>Following previous discussions by Council relating to the installation of SIDs in the village, the Deputy Clerk met with the Dorset Council SIDs team to discuss the process and potential locations to site SIDs.</p> <p>Any site considered for a community owned Speed Indicator Device (SID) must meet operational and statistical criteria. This includes, Health and Safety, effectiveness, speed, and practical considerations.</p> <p>The 85<sup>th</sup> percentile speed (the speed threshold at which 85% of vehicles are travelling at or below) needs to be a minimum of 10%+2mph greater than the speed limit, as set out in the National Police Chiefs' Council (NPCC) guidelines.</p> <table border="1"> <thead> <tr> <th>Speed limit</th><th>Required 85<sup>th</sup> percentile speed</th></tr> </thead> <tbody> <tr> <td>20mph</td><td>24mph</td></tr> <tr> <td>30mph</td><td>35mph</td></tr> <tr> <td>40mph</td><td>46mph</td></tr> </tbody> </table> <p>Sites that meet the necessary speed criteria, but no suitable location can be identified for the safe deployment of a SID, will be refused.</p>	Speed limit	Required 85 <sup>th</sup> percentile speed	20mph	24mph	30mph	35mph	40mph	46mph
Speed limit	Required 85 <sup>th</sup> percentile speed								
20mph	24mph								
30mph	35mph								
40mph	46mph								
<b>Key Points:</b>	<p>Council to consider locations to site SIDs with suggested locations as follows:</p> <ol style="list-style-type: none"> <li>1. Wimborne Road near Lambs Green Inn</li> <li>2. Blandford Road towards Corfe Hills School</li> <li>3. Blandford Road/Old Rectory Close</li> <li>4. Springdale Road coming up from 'Welcome to Corfe Mullen' sign</li> <li>5. Waterloo Valley</li> </ol> <p>Dorset Council SIDs team do not recommend a speed survey as they do not believe it will meet the criteria at the following locations:</p> <ul style="list-style-type: none"> <li>• Wareham Road due to number of crossings and Parade causing natural reduction in speed.</li> <li>• Old Wareham Road (30mph zone starts coming up from Naked Cross Nursery, speed camera already in place)</li> </ul>								

	<p>Speed survey to be conducted at each proposed location to site SIDs with exception of Blandford Road/Old Rectory Close due to post already in position.</p> <p>Results provided to the Council with any locations meeting the criteria to progress with procurement.</p> <p>One SID to be purchased per 3 locations.</p> <p><b>Costs:</b></p> <ul style="list-style-type: none"> <li>• Speed Survey - £295+VAT for the first location and any subsequent locations carried out at the same time £200+VAT.</li> <li>• Purchasing and installation of posts to mount SID, dependent on traffic management requirements - £400 to £600+VAT per post.</li> <li>• Purchasing SID directly with an approved supplier - £2,695+VAT per unit.</li> <li>• Purchasing Bracket to mount SID on (one per site) - £65+VAT per bracket.</li> <li>• Purchasing Solar Panel to power SID (dependent on solar requirements) - £225 to £275+VAT per panel.</li> </ul> <p>Dorset Council offer an additional service to move SIDs when required at an annual cost of £650+VAT (dependant of number of sites), or free training can be provided including Risk Assessments and method statements to allow the Grounds Team to move SIDs between sites (rotation every 4 weeks).</p> <p>Once posts are installed and the SID(s) obtained, Section 72 licence to be signed, then formal induction training and commissioning of sites can be completed.</p>
<b>Implications:</b>	<p>Town Council can deploy SIDs in accordance with Dorset Council operational guidance and pursuant Section 72 Road Traffic Regulation Act 1984.</p> <p>Adequate Public Liability Insurance is required.</p> <p>Town Council must keep Dorset Council informed on deployment periods to include location, time deployed and dates.</p> <p>Grounds Team will only be authorised to deploy SIDs on the Highway after the required training is completed and signed off, which will include Health and Safety guidance and Risk Assessment details.</p> <p>Passage road safety measure to deter speeding vehicles in the village, to compliment measures already in place and/or being considered i.e. reduction in speed limits.</p> <p>Road Safety Improvements Budget for 2025/26 is £20,000.</p>
<b>Recommendation:</b>	<p>To Approve the following:</p> <ul style="list-style-type: none"> <li>• Conduct Speed Surveys for suggested locations - £295+VAT for the first location, subsequent locations - £200+VAT.</li> </ul>

	<ul style="list-style-type: none"> <li>• Should the locations meet the criteria, purchasing and installation of posts - £400 to £600+VAT per post, SID directly with an approved supplier - £2,695+VAT per unit, Bracket(s) - £65+VAT per bracket and Solar Panel - £225 to £275+VAT per panel.</li> <li>• Clerk to sign Section 72 licence on behalf of Council.</li> <li>• Grounds Team to carry out free training including Risk Assessments and method statements to move SIDs between sites.</li> </ul>
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## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 22 April 2025**

**Agenda Item: TC 24/398**

**Paper: H**

<b>Subject:</b>	Membership to the Open Spaces Society
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider and approve becoming a member of the Open Spaces Society.
<b>Background:</b>	<p>Cllr Bonham requested for the agenda item at the previous Full Council meeting held on 25 March 2025.</p> <p>The Open Spaces Society (OSS) has been championing open spaces and public paths in England and Wales since 1865. The OSS deal with almost 1,000 cases a year assisting local authorities, groups, and individuals to defend their local spaces and paths in all parts of England and Wales.</p> <p>Membership benefits include:</p> <ul style="list-style-type: none"> <li>• Expert guidance on protecting, managing, or registering commons and town and village greens.</li> <li>• Help deal with illegal encroachments on commons and greens.</li> <li>• Advise on how to apply to register land as a 'new' town or village green.</li> <li>• Help to deal with path obstructions.</li> <li>• Advise on how to claim an unrecorded path.</li> <li>• Professional training.</li> <li>• Three copies a year of our lively and informative magazine, <i>Open Space</i>.</li> <li>• Access to our legal fund should it be needed.</li> </ul>
<b>Key Points:</b>	<p>The <a href="#">Open Spaces Society</a> (OSS) is a registered charity no. 1144840. For the Town Council to become a member the annual fee is £45, paid by Direct Debit. As a member the following resources are available:</p> <ul style="list-style-type: none"> <li>• <a href="#">Rights of Way/Footpath Resources</a></li> <li>• <a href="#">Open and Green Spaces Resources</a></li> <li>• <a href="#">Village Green Resources</a></li> <li>• <a href="#">Common Resources</a></li> </ul>
<b>Implications:</b>	<p>The responsibility for public footpaths, Rights of Way and Bridleways lies with Dorset Council as the Unitary Authority. <a href="#">Dorset Explorer</a> is an online platform maintained by Dorset Council which is available to the Town Council along with members of the public to view Ordnance Survey data which includes layers for countryside, highways, landscape and many more, and is a useful resource.</p> <p>The Town Council is not responsible for public footpaths including Rights of Way and/or Bridleways. Any issues reported to the Town Council by members of the public are dealt with through the Dorset Council Countryside Rangers.</p> <p>The Town Council is responsible for some green spaces in the village. The open and green spaces OSS resources may be a useful,</p>

	<p>particularly for 'the Pound' and when dealing with any community asset transfers.</p> <p>Should members agree for the Council to become a member of the OSS, this would be for Council business only and not for use by individual members.</p> <p>Membership costs would be an unbudgeted expenditure.</p>
<b>Recommendation:</b>	To Consider membership to the Open Spaces Society.



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 22 April 2025

Agenda Item: TC 24/400

Paper: I

<b>Subject:</b>	Usage of the Council's Electronic Communications
<b>Prepared By:</b>	Daryl Pearce, Deputy Town Clerk
<b>Purpose of Report:</b>	For members to note statistics from the usage of the Council's electronic communications.
<b>Background:</b>	<p>At the previous meeting held on 25 February 2025, the Council <b>RESOLVED</b> to <b>APPROVE</b> the updated Electronic Communications Policy to include social media channels, Facebook and Instagram.</p> <p>Social Media channels are used as a digital community noticeboard to keep Corfe Mullen residents up to date on Town Council and/or Dorset Council news.</p>
<b>Key Points:</b>	<p>Overview for the last 28 Days:</p> <p><b>Corfe Mullen Town Council Facebook Page</b></p> <ul style="list-style-type: none"> <li>Views (The number of times content including videos, posts, stories and ads were played or displayed) – <b>20,896</b></li> <li>Reach (This metric counts estimated reach of Facebook content, including posts and stories) - <b>3,989</b></li> <li>Content Interactions (The number of likes or reactions, saves, comments, shares and replies on content) - <b>324</b></li> <li>New Followers - <b>6</b></li> <li>Most Viewed Post – <b>Spring Craft Fair Post - 5,930 views</b></li> <li>Total Followers - <b>208</b></li> </ul> <p><b>Corfe Mullen Town Council Instagram Page</b> (Established on 26/02/2025)</p> <ul style="list-style-type: none"> <li>Interactions on posts - <b>51</b></li> <li>Profile Interactions - <b>21</b></li> <li>Most viewed post: <b>New Allotment Raised Beds - 16 Views</b></li> <li>Most liked post: <b>DAPTC Triple Star Award for Councillors Development</b></li> <li>Total Followers: <b>13</b></li> </ul> <p><b>Corfe Mullen Town Council Website</b> (Launched on 27/02/2025) The below analytical data is collected only from users who accept cookies on the home page, so results are measured as at least.</p> <ul style="list-style-type: none"> <li>New Users – <b>112</b></li> <li>New User country ID – <b>UK – 111, Netherlands - 1</b></li> <li>Average engagement time per active user – <b>1m 19s</b></li> <li>Where new users come from: <ul style="list-style-type: none"> <li>Organic Search (found website by typing Corfe Mullen Town Council in search engine) – <b>75</b></li> <li>Direct search (typed Corfe Mullen Town Council URL directly into browser) - <b>31</b></li> <li>Organic Social (clicked a link from a social media post) – <b>6</b></li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Top 5 Page and Screen Views: Corfe Mullen Town Council Homepage – <b>114</b> Corfe Mullen Village Hall – <b>34</b> Councillor and Representatives – <b>31</b> Agendas and Minutes – <b>30</b> Events – <b>19</b></li> <li>• Total Views - <b>468</b></li> </ul>
<b>Implications:</b>	<p>Electronic communications should be used as a positive method to communicate with residents. Comments are switched off for all posts to negate negative feedback.</p> <p>Should members of the public wish to provide feedback on any of the Council's posts and/or work, they should do so through the Council's official method of communications via the Town Council website, email or by visiting the Council Office.</p> <p>Statistics provide valuable insights that can help the Council make informed decisions as follows:</p> <ul style="list-style-type: none"> <li>• Understanding Audience Behaviour</li> <li>• Content Performance Tracking</li> <li>• Improved Marketing Strategy</li> <li>• Improved Customer Interaction</li> <li>• Increased Council Awareness</li> </ul>
<b>Recommendation:</b>	To Note update.