

WEST PARLEY PARISH COUNCIL

Dear Councillor

You are summoned to attend the **MEETING OF THE PARISH COUNCIL** to be held on **WEDNESDAY 22nd JULY 2026** at **7.00pm** at the West Parley Community Hub, 275 Christchurch Road to transact the following business:

J Weedon

Judi Weedon
Locum Clerk

14th July 2026

Cllr A Parry – Chair

Cllr J Barber
Cllr A Logan
Cllr D Spencer

Cllr M Barber
Cllr Mrs B Manual

Cllr A Batley
Cllr Mrs R McDonald

Cllr C Graham

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public](#) (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
3. [To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31\(4\)](#)
4. [To Approve and Sign the Minutes of the Parish Council meeting held on Wednesday 17th June 2026 \(pages 11712-11718\). To Receive any Matters Arising from them \(for information only\)](#)
5. To Approve, Adopt and Sign the following Committee meeting reports:
 - a) [Planning committee](#) 01.07.2026 (pages 11719 to 11721)
 - b) [Staff and Personnel committee](#) 01.07.26 (page 11722)
6. [To Receive Report from Dorset Councillor](#)
7. [To Receive Clerks report](#)
8. [To Approve Accounts for Payment](#)
9. [To Receive Internal Audit report and discuss recommendations.](#)
10. [To Consider applying to DC to have a TRO in Chine Walk](#)
11. [To Consider Adopting a Business Continuity Plan](#)
12. [To Discuss options for Website redesign](#)
13. [To Consider Quotation for Bench repairs](#)
14. [To Consider quotation for new gates for the garage](#)

15. [Community Hub](#)
 - a. [Access to hirers via main doors](#)
 - b. [Costs for hiring tables and chairs for large function room and use of kitchen when hiring large function room](#)
 - c. [Cost of PPI License](#)
 - d. [Consider installing fire push bars to function room doors](#)
16. [To Consider Planning Applications:](#)
 - a) [P/HOU/2026/03528 – 167 Golf Links Road, Ferndown, BH22 8BX](#)
Erect single storey rear extension.
 - b) [P/HOU/2026/03670 – 7 Linden Close](#)
Erect single storey rear extension and internal alterations. Conversion of outbuilding to ancillary residential accommodation
 - c) [P/TRT/2026/03588 – 23 Dudsbury Road, West Parley, BH22 8RA](#)
For information purposes only - Sycamore – Fell
17. [To Receive Information from Members](#)
18. [To Receive Correspondence](#)
19. [To Exclude the Press and Public in accordance with Section 1, subsection \(2\) of the Public Bodies \(Admission to meetings\) Act 1960](#)
20. To Approve, Adopt and Sign the following Confidential Committee meeting reports:
Staff and Personnel committee 01.07.26 (pages 1-2)
Recommendations 26/008C, 26/009Cb

AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40.

The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 4 – APPROVE COUNCIL MINUTES 17.06.2026

11712

WEST PARLEY PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Wednesday 17th June 2026 in West Parley Community Hub, 275 Christchurch Road at 7.03pm.

PRESENT: Cllr A Parry – Chair
Cllr M Barber Cllr A Batley Cllr C Graham
Cllr Mrs B Manuel Cllr Mrs R McDonald Cllr D Spencer

OTHERS PRESENT: Mrs Judi Weedon, Acting Parish Clerk
2 members of the public

APOLOGIES: Cllr J Barber Cllr A Logan

26/035 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

26/036 PRESENTATIONS BY MEMBERS OF THE PUBLIC
Residents from Chine Walk spoke to members about the parking issues in the road, having previously sent correspondence to the Council about this issue.
They stated that vehicles are being left in the road for long periods of time as people are parking instead of parking at the airport when they go away. This has created issues with emergency vehicles not being able to get through. They felt that this may create a serious accident if the problem is not addressed.
The residents asked if the Council could consider approaching Dorset Council to get some form of traffic management installed, such as single yellow lines, or no overnight parking. The members agreed to contact DC highways to find out what options would be available as they support the residents concerns.

26/037 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20th MAY 2026
Having been circulated, the minutes on pages 11703-11709 were agreed, adopted and signed.

26/038 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES
a. **The Report of the Planning Committee** held on the 3rd June 2026, pages 11710-11711 as circulated, was confirmed, adopted and signed.

26/039 DORSET COUNCILLOR REPORT
Dorset Councillor Parry reported on the financial position of Dorset Council, the Care quality commission report and recycling for small businesses.

26/040 TO RECEIVE CLERKS REPORT
1. Letters to the Parley pre school and the Cricket Club as per minute no 26/021a were produced and sent to the Chair for distribution.
2. Asset Transfer from Dorset Council, no further information has been received.
3. Land for Allotments, no information has been received.
4. Minute no 26/021d refers: Confirmation has not been received from members that Idverde has been contacted to instruct them to carry out the required work
5. The Locum Clerk is having problems with not having the required information to complete tasks correctly, such as information to give to hirers of the Hub, all relevant financial information (statements from all bank accounts held by the Council)
6. The Council emails are now being checked daily and enquiries dealt with.
7. Anyone enquiring about an allotment is being added to the list held on the Council computer.

8. The locum clerk requested the approved final 2026/27 budget form members as it was required to produce accurate budgetary reports.

26/041 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 11716 of these minutes. (Cllr's Barber, Parry and McDonald to authorise the electronic payments)

Voting: unanimous

26/042 CONFLICT OF INTEREST FORM - BDO

At the request of the external Auditor BDO LLP, a conflict-of-interest form was discussed and completed, and it was

RESOLVED that no councillors had any conflict of interests with BDO LLP

Voting: unanimous

26/043 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS 2025/26

Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2025/26

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements.

- a) **RESOLVED that the Annual Governance Statement for 2025/26 be approved and signed by the Chair.**

Voting: unanimous

Members then reviewed the figures on the Accounting Statements, it was then

- b) **RESOLVED that the Accounting Statements for 2025/26 be approved and signed by the Chair. A copy of the Accounting Statement is attached to these minutes on page 11717.**

Voting: unanimous

Members raised concern that the internal auditor may not have received a true reflection on the accounts at year end, the locum clerk stated that the internal auditor has read only access to scribe so had all the up to date financial information required to complete the audit.

26/044 MEETING CALENDAR

Members reviewed the draft meeting schedule and it was

RESOLVED to approved the meeting schedule for 2026/27 as presented attached on page 11718 of these minutes

Voting: unanimous

The Chair of the Personnel and Staff committee requested that the meeting scheduled for the 24th June be changed as he was unavailable on that date. New date to be confirmed.

26/045 USE OF SOCIAL MEDIA BY COUNCILLORS

In the absence of the parish clerk members had requested access to the Council Facebook page. It was noted that the locum clerk now had full access to post on the WPPC Facebook page so if members wished anything to be placed on it they should let the locum know.

It was further noted that the Councils policy on social media does not allow for members to control or have access to the council Facebook page.

After discussion it was

RESOLVED that the Councils Social Media Policy undergoes a full review by the Finance and General Purpose committee as members felt that the Facebook page needed oversight and contingency planning for its operation.

Voting: unanimous

26/046 ACCESS TO EMAILS

Members discussed the general management of the council email system and who from outside the organisation can access emails. An email from the resident who administers the website and the email system was read out to members.

Members agreed that the email system currently used was not very good and after discussion it was

RESOLVED that the Finance and GP committee look into new email and website providers to ensure the systems are secure and compliant.

Voting: unanimous

26/047 COMMUNITY HUB

a) Members discussed the current closing time of the hub as stated on the approved licence from Dorset Council after request had been received from sports users and hirers to stay past 10pm.

It was agreed that Cllr M Barber would contact Dorset Council licencing department to find out if the opening hours could be extended.

b) Members discussed how hirers open and close the building, who shows hirers around and how one-off users are monitored. No formal procedure was decided.

c) Caretaker/Administrator Role for the Hub: members discussed the possibility of employing someone to oversee the Hub and that the income from the building lets should cover any employment costs. Cllr Barber agreed to write a job description and salary implications to then be discussed at the Personal and Staff committee.

26/048 COUNCIL OPERATION WITH LOCUM STAFF

Due to the urgent nature of assistance required for the council, the Chair approached the Clerk of a nearby council for assistance, who had been helping out. Members formally **RESOLVED that Judi Weedon act as Locum Proper Officer and RFO for West Parley Parish Council in the absence of the Clerk.**

Voting: unanimous

Members noted that this could not be a long-term solution and that the Council required a more sustainable interim solution. It was

RESOLVED that delegated authority be given to the Chair and Vice Chair to contact the DAPTC and the Local Council Consultancy to seek additional assistance in securing clerking/admin service for the Council during the Clerks absence.

Voting: unanimous

26/049 ACCESS TO SCRIBE ACCOUNTING SOFTWARE

In the absence of the Clerk members had requested access to the accounting software to ensure it was kept up to date. The locum clerk stated that they all had read only access and could see everything that a full access user could, the only exception was that they could not make any entries on to the system. Members felt that they need training on how to use the software effectively.

Locum Clerk to contact scribe to arrange a training session for councillors.

26/050 VOLUNTEER BBQ

Members agreed that the volunteer BBQ would be held on the 28th August. Cllrs to organise this event.

26/051 COUNCIL INSURANCE

Members were informed by Cllr M Barber that the Council insurance had almost lapsed as it had not been paid after being agreed to renew at the April Council meeting.

The premium was paid on the 28th May but the policy renewal date was the 5th May.

Members agreed that the process of the renewal of the Councils insurance was unsatisfactory and that it put the council at risk.

26/052 PLANNING APPLICATIONS**P/VOC/2026/02973 - 4 Crescent Walk West Parley BH22 8PZ**

Erect side extension and remodel building with new raised roof (with variation to condition 2 of planning permission P/HOU/2025/03970 to alter the position and dimensions of windows WF1 to WFF4 and addition of a roof light)

RESOLVED: No Objection *Voting: unanimous*

Members discussed the application for 17 Dudsbury Road which is going to the DC Planning committee. The Chair of Planning felt that attending the committee meeting was not worthwhile

26/053 INFORMATION FROM MEMBERS

Cllr Mrs B Manual reported on her attendance at the Bournemouth Airport Consultive meeting

Cllr M Barber reported that he had applied for the PPL and PRS licence for the hub as per minute number 26/021b at a cost of £144. Members thanked Cllr Barber and agreed to the payment.

In his absence, Cllr J Barber had provided a quote for repairs to benches, members agreed to defer this matter and seek additional quotes.

26/054 CORRESPONDENCE

Email for Ferndown Town Council asking if WPPC would like to participate in a Children's Christmas light competition. Members agreed that WPPC would not participate but thanked FTC for the offer.

26/055 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:- that because of the confidential nature of the business to be transacted, it was likely that if Members of the Public were present during discussion, there would be disclosure to them of exempt information and they therefore be excluded from the Meeting in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960

Voting: Unanimous

26/056 CONFIRM AND SIGN THE CONFIDENTIAL MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THE 20th MAY 2026

Having been circulated, the minutes on pages 11709-11710 were agreed, adopted and signed.

The Chair declared the meeting closed at 21.00 hrs

The next meeting of the Parish Council will be held on 15th July 2026 at 19:30hrs

SIGNED DATE
Chair

Payment list dated 17.06.2026			
Date	Amount	Supplier	Details
OB 17.06	£37.51	Dorset Council	Waste disposal - Hub - April
OB 17.06	£320.70	Dorset Council	Waste Disposal - various litter bins - April/May
OB 17.06	£1,331.72	DAPTC	Annual Membership
OB 17.06	£256.56	Dorset Council	Waste disposal - Various litter bins - June
OB 17.06	£44.60	Dorset Council	Waste disposal - Hub - May
OB 17.06	£27.60	Starboard System	Scribe bookings subscription
OB 17.06	£792.00	Starboard System	Scribe Accounts renewal
OB 17.06	£1,285.85	Grass and Grounds Ltd	Grounds Maintenance
OB 17.06	£310.50	Plants for Trade	Compost
OB 17.06	£565.34	J Dinsdale	Bedding Plants for village planters
OB 17.06	£292.28	Gallagher	Cyber Insurance
OB 17.06	£740.26	Grass and Grounds Ltd	Grounds Maintenance - May
OB 17.06	£450.00	Lantern Accounting	Internal Audit 2025/26
OB 17.06	£126.00	Soulful Cleaning	Community Hub cleaning
OB 17.06	£144.00	PPL PRS Ltd	PPL Music Licence for Hub
Total	£6,724.92		
Payments made between meetings			
	£84.00	Soulful Cleaning	Hub Cleaning 11.05 and 18.05
	£3,991.86	Zurich Muncipal	Council Insurance
Total	£4,075.86		
Direct Debits			
DD 30.06	£39.99	Screwfix	Paint
	£6.00	Smarty Mobile	Mobile Phone top up
Total	£6.00		

Section 2 – Accounting Statements 2025/26 for

WEST PARLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	289,736	302,244	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year
2. (+) Precept or Rates and Levies	87,678	91,550	Total amount of precept (or for IOBs rates and levies) received or receivable in the year. Exclude any grants received
3. (+) Total other receipts	49,764	285,771	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received
4. (-) Staff costs	42,036	44,031	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	82,898	578,304	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5)
7. (=) Balances carried forward	302,244	57,229	Total balances and reserves at the end of the year must equal (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	302,244	57,229	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	119,770	279,125	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PwLB)

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Calendar of Meetings 2026/27

	Council	Finance & General Purpose	Planning Consultative	Personnel and Staff
May 2026	20th**		6th	
June	17th		3rd	24th
July	15th	22nd	1st	
August	19th		5th	
September	16th		2nd	23rd
October	21st	14th	7th	
November	18th		4th	
December	16th		2nd	9th
January 2027	20th	13th	6th	
February	17th		3rd	
March	17th		3rd	24th
April	21st	15th	7th	
May	12th* and 19th**			

* Annual Parish Meeting

** Annual Parish Council Meeting

AGENDA ITEM 5a – APPROVE PLANNING COMMITTEE MINUTES 01.07.2026

11719

WEST PARLEY PARISH COUNCIL

MINUTES of the PLANNING COMMITTEE

held on **WEDNESDAY 1st JULY 2026** in the West Parley Community Hub, 275 Christchurch Road at **7.00pm**.

PRESENT: Cllr Mrs B Manuel – Chair
Cllr A Batley Cllr C Graham Cllr A Parry
Cllr D Spencer

OTHERS PRESENT: Mrs Judi Weedon, Acting Parish Clerk

APOLOGIES: Cllr J Barber Cllr M Barber Cllr A Logan
Cllr Mrs R McDonald

26/057 DECLARATIONS OF INTEREST
None

26/058 PUBLIC DISCUSSION PERIOD
None

26/059 TO CONSIDER PLANNING APPLICATIONS
Copies of the following applications were received, and it was agreed that observations, as stated, should be submitted to the Dorset Council:
Voting was unanimous unless stated otherwise.

P/HOU/2026/03069 - 20 Mansfield Close West Parley Dorset BH22 8QP

Erect single storey front extension

No Objection

26/060 NOTIFICATION OF DECISIONS FROM DORSET COUNCIL

Lloyds Equestrian And Examination Centre, Christchurch Road, West Parley, BH22 8SQ

Demolition of single storey brick building positioned to the north of the current equestrian building.

WPPC Comments

No objection, however raised concern about the Highways access onto the B3073 and request a condition that all parking of construction vehicles must be onsite; and all facility users must park onsite.

Dorset Council Decision

Prior Approval Not Required

32 Chine Walk, West Parley, BH22 8PU

Erect single storey extension to form garage

WPPC Comments

No Objection

Dorset Council Decision

Granted

8 Berkley Avenue, West Parley, BH22 8QJ

Erect new front porch and a single storey flat roof rear extension

WPPC Comments

No Objection

Dorset Council Decision

Granted

Brambles House, Church Lane, West Parley, BH22 8TR

Reinstatement of boundary Wall. Reconstruction of outbuilding and access gate and gateposts

WPPC Comments

No Objection

Dorset Council Decision

Granted

17 Dudsbury Road, West Parley, BH22 8RA

Erect single and two storey extensions, loft conversion, dormers, Juliet balconies, roof lights

WPPC Comments

Councillors felt the development of the property will be overbearing and out of character for the road. There are concerns about the property overlooking neighbouring houses due to the 2nd floor conversion, There was also concern about the neighbouring property on White Walk being negatively impacted by the proposed development.

This application was considered by the Eastern Planning Committee on 24th June 2026 and members were invited to register to speak by 8:30am two working days prior (members were informed of this at the full Council meeting on the 17th June 2026 and opted not to attend).

Dorset Council Decision

Granted

26/061 NOTIFICATION OF PLANNING APPEALS

None

26/062 NOTIFICATION OF TREE MATTERS**Tree Preservation Orders:****TPO/2026/0028 – Dudsbury Hill Fort, Christchurch Road, West Parley, BH22 8SS**

Mixed Species Woodland – all trees of whatever age

A provisional Tree Preservation Order was made at the above address on 9th June 2026 as a result of a planning enquiry being made with the Local Authority. This is not to prohibit development but to ensure the trees are fully considered as part of any current or future development proposal.

26/063 Tree Work

<u>39 Chine Walk</u>	REQUEST TO: Lawson Cypress – Fell. Replanting in an alternative location within the garden would be preferred, with a species of the tree officer's choice.
<u>25 Winnards Close</u>	REQUEST TO: Variegated Western Red Cedar – Section fell to ground level. Replant with 1x Himalayan Birch. Cypress – Section fell to ground level. Replant with 1x Mountain Ash – 2m container grown. Variegated Western Red Cedar – Reduce in height to 5m. Reduce remaining lateral canopy by 1.5m all round to compact the crown. Silver Birch – Section fell to ground level. No scope for replant due to proximity to the oak tree.
<u>221 New Road West Parley BH22 8EF</u>	REQUEST TO: Robinia - Remove 2 low lying secondary stems back to source.

11721

<u>The Curlew 287</u> <u>Christchurch Road West</u> <u>Parley BH22 8SQ</u>	REQUEST TO: Willow - Reduce by approximately 4m back to previous pruning points. Scots Pine - Cut back to give 2m clearance from building. Scots Pine - Cut back to give 2m clearance from building. Grp 4 Mixed species around car park perimeter - Raise crowns to give 4m clearance over car park.
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26/064 CORRESPONDENCE
None

The Chairman declared the meeting closed at 19.10 hrs

Any planning matters that arise will be discussed at the next Full Council meeting on 15th July 2026.

SIGNED DATE
CHAIR OF PLANNING COMMITTEE

AGENDA ITEM 5b – APPROVE STAFF AND PERSONNEL COMMITTEE MINUTES 01.07.2026

11722

WEST PARLEY PARISH COUNCIL

REPORT of the **STAFF AND PERSONNEL COMMITTEE** held on Wednesday 1st July 2026 in
West Parley Community Hub, 275 Christchurch Road at 7.15pm.

PRESENT: Cllr D Spencer – Chair
Cllr A Batley Cllr Mrs B Manuel Cllr A Parry

OTHERS PRESENT: Mrs Judi Weedon, Acting Parish Clerk

APOLOGIES: Cllr A Logan

**26/065 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR
DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None

26/066 EXCLUSION OF PUBLIC AND PRESS
RESOLVED:- that because of the confidential nature of the business to be
transacted, it was likely that if Members of the Public were present during
discussion, there would be disclosure to them of exempt information and they
therefore be excluded from the Meeting in accordance with Section 1, subsection
(2) of the Public Bodies (Admission to Meetings) Act 1960
Voting: Unanimous

26/067 WRITTEN QUESTIONS FROM NON-COMMITTEE MEMBERS
None received

26/068 FUTURE STAFFING CONSIDERATIONS
Confidential minutes 26/008C refers

26/069 STAFFING
a) ONGOING GRIEVANCE
Confidential minutes 26/009C(a) refers
b) ONGOING DISCIPLINARY
Confidential minutes 26/009C(b) refers

The Chair declared the meeting closed at 21.00 hrs

SIGNED DATE
Chair

AGENDA ITEM 6 – Dorset Councillor Report

Cllr Andrew Parry will give a verbal report at the meeting

AGENDA ITEM 7 – Locum Clerks Report

The Clerk's report is an update of on-going issues as well as informing members of any other matters that do not require a decision.

Please Note that the locum Clerk is only carrying out essential work and no meeting apart from Full Council and Planning will be taking place, important matters pertaining to other committees will appear on the Council agenda.

The only exception will be if a Staff and Personal committee is required as a matter of expediency.

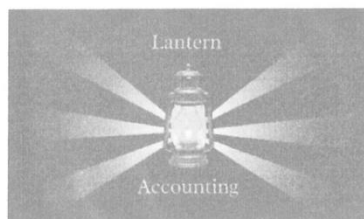
1. Minute No 26/021b – Cllr Barber was looking into this and reported at the June meeting, no further update has been received.
2. Minute 26/021e – No further information has been provided
3. Minute no 26/021f – No updates have been received.
4. Minute no 26/047a – No updates have been received
5. Minute No 06/047c - No updates have been received
6. Minute No 26/049 – Scribe Training Session, this matter is outstanding
7. Asset Transfer from Dorset Council, no further information has been received.
8. Land for Allotments, no information has been received.
9. Community Hub bookings are increasing.
10. The weekly defib checks are now being carried out and reported on The Circuit by Cllr McDonald

AGENDA ITEM 8 – Accounts for Payment

A list of payments will be sent out prior to the meeting next week to ensure all relevant invoices are processed.

AGENDA ITEM 9 – Internal Auditor Report

Members are asked to review the attached internal audit report and deal with any recommendations highlighted within the report.



St Catherine's Farm
Old Sherborne Road
Cerne Abbas
Dorset
DT2 7SJ

Telephone: 01300 341912

Mobile: 07765 241914

E-mail: paulaharding@lanternaccounting.co.uk

13th June 2026

West Parley Parish Council
West Parley Community Hub
275 Christchurch Road
West Parley
Dorset
BH22 8SQ

Dear Judi,

West Parley Parish Council Internal Audit

Please find attached the internal audit report for April 2025 – March 2026. All the information I requested to look at this period was provided electronically and via the website.

The majority of the recommendations relate to administrative processes or the accuracy of information shown. However there are some issues with the AGAR which will need resolution before submission to the external auditor.

Due to the fact that the figures are not able to be cross-referenced and there are significant number of other recommendations regarding small governance issues, I do not feel I can offer more than reasonable assurance on the standards required at the time of internal control testing.

My overall Audit opinion is as follows:

Audit Opinion

I am able to offer **reasonable** assurance as most of the areas reviewed were found to be adequately controlled. Generally, risks are well managed but some systems require the introduction or improvement of internal controls to ensure the achievement of objectives

(The Audit grades are Substantial, Reasonable, Partial and None.)

The Audit Checklist Report, Recommendations and this letter should be copied to all Parish Council members so that they can fully understand the recommendations being made and the audit published on the website. As always, I am happy for any of the Parish Council to contact me personally if they wish to discuss any of the recommendations made, the tests carried out, or the overall opinion given.

Regards



Paula Harding (MAAT/AATQB/PiALC)

Appointed Internal Auditor for West Parley Parish Council

WEST PARLEY PARISH COUNCIL - INTERNAL AUDIT TESTING 2025-26

Audit Number	Audit Area	AGAR Ref	AGS Ref	Test Description	Test complete	Comments
1	1. Governance Framework & Statutory Documents	B	2	Confirm Standing Orders are in place, adapted to the Council's needs, and reviewed within the last 3 years.	Yes	The Council Standing Orders are available on the website and were revised and agreed in Feb 2026. See min ref: 17
1	1. Governance Framework & Statutory Documents	B	2	Confirm Financial Regulations are in place, adapted to the Council's needs, and reviewed within the last 3 years.	Yes	The Council Financial Regulations are available on the website and were revised and agreed in March 2026. See min ref: 19
1	1. Governance Framework & Statutory Documents	B	2	Review the Council's financial risk assessment and confirm it is adequate and reviewed annually.	Yes	The Risk Assessments were reviewed and agreed in March 2026 see min ref: 17
1	1. Governance Framework & Statutory Documents	B	2	Confirm procedures for tenders, quotes and procurement comply with Standing Orders and Financial Regulations, and thresholds match across documents.	Yes	Details for tenders and procurement are clearly laid out in the governance documents. Quotes are required for expenditure over £6000. Between £2000 and £6000 estimates are required below that the Clerk needs to ensure best value.
1	1. Governance Framework & Statutory Documents	B	2	Confirm the Council has a documented process for ordering, delivery confirmation, invoice approval, and what is the evidence that this is done - e.g.: initials on invoices	Yes	Purchase orders are to be issued for items over £1000.00 invoices are to be checked against purchase orders before adding to the payment schedules
1	1. Governance Framework & Statutory Documents	B	2	Confirm any changes to signatories, sweep arrangements or new accounts were formally authorised and minuted.	Yes	This was due to be resolved at the May 2026 meeting. One Councillor is yet to be added. There are to be 4 councillors and clerk on the main bank account and 2 councillors and clerk on the 3 savings accounts. Recommendation 1: That the signatories are reviewed and amended as per Min ref 12 from the May 2025 meeting.
1	1. Governance Framework & Statutory Documents	B	2	Confirm segregation of duties exists between setting up payments and authorising/releasing them.	Yes	The Financial regulations state that the Clerk sets up the payments and that Councillors provide the authorisation.
1	1. Governance Framework & Statutory Documents	B	2	Confirm debit/credit card controls are in place, including limits and monthly settlement.	Yes	The Council does not hold Debit or Credit cards and all payments are made through the documented payment authorisation process
2	2. Budgeting, Precept & Financial Monitoring	D	1	Confirm the full authority prepared, considered, approved and adopted the annual budget.	Yes	The budget was presented to Council at the January 2026 meeting and agreed. See min ref: 16. However the % increase quoted in this minute is incorrect. Recommendation 2: That the council acknowledges and minutes that the % difference from the 2025-26 precept to that requested for 2026-27 is actually 14.36%. Recommendation 3: The agreed budget is not available on the website
2	2. Budgeting, Precept & Financial Monitoring	D	1	Confirm the precept requested matches the amount received and recorded publicly.	Yes	The Budget requested for 2026-27 was £104,704.01. The budget requested and received for 2025-26 was £91,550. Both were checked and agreed on the Dorset Council website.
2	2. Budgeting, Precept & Financial Monitoring	D	1	Confirm budget monitoring reports are submitted at least half-yearly, with commentary on variances.	Yes	Recommendation 3: That the agreed budget is uploaded to the website.

2	2. Budgeting, Precept & Financial Monitoring	D	1	Confirm a general reserves policy exists and earmarked reserves are reviewed annually.	Yes	There is no general reserves policy available on the website. Recommendation 4: That the Council drafts and agrees a General Reserves Policy
2	2. Budgeting, Precept & Financial Monitoring	J	2	If the annual turnover exceeds £200,000: a) have income and expenditure accounts been maintained. b) Debtors and Creditors managed at the year-end	Yes	The annual turnover this year has exceed £200,000. As this is the first year in which the Parish Council has exceeded the £200,000 threshold, the Council remains eligible to prepare its annual accounts on a Receipts & Payments basis for the current reporting year. The Council should continue to monitor its income levels over the next two financial years to determine whether the three-year condition is met and whether a transition to Income & Expenditure accounting will be required in future. No debtors and creditors are raised as the council undertook receipts and payments accounts.
3	3. Accounting Records & Cashbook Integrity	A	1	Confirm the carried-forward balance from the prior year agrees to the opening balance of the current year.	Yes	The carried forward balance and brought forward balance are both £302,224.05
3	3. Accounting Records & Cashbook Integrity	A	1	Check a sample of transactions from the cashbook to bank statements and supporting evidence.	Yes	A sample was tested and all invoices were included on Scribe. These were also tested to the payment authorisation listings available on the website.
3	3. Accounting Records & Cashbook Integrity	A	1	Confirm S137 expenditure is correctly identified and within limits.	Yes	The Council does not hold the General Power of Competence. There are a few donations and grants listed in the accounts however they are not showing the accounts as S137. The limit for 2025-26 was £11.20 per elector and the S137 payments found were under the threshold. Recommendation 5: That any S137 expenditure is categorised on Scribe correctly so thresholds can be checked.
3	3. Accounting Records & Cashbook Integrity	A	1	Confirm all cheques/BACS payments are recorded in the cashbook and visible on bank statements.	Yes	Cheques are not used and all Bacs payments are listed in scribe and the bank reconciled.
3	3. Accounting Records & Cashbook Integrity	J	1	Verify AGAR Section 2 figures agree to the cashbook/electronic accounts.	Yes	The AGAR section 2 figures are generated from the Scribe cashbook.
4	4. Bank Reconciliation & Treasury Management	I	1	Confirm bank reconciliations are prepared at least quarterly and independently reviewed.	Yes	Bank reconciliations are issued at each meeting reviewed and agreed. See example October meeting: min ref: 11b
4	4. Bank Reconciliation & Treasury Management	I	1	Verify the accuracy of the year-end bank reconciliation and AGAR Line 8.	Yes	The bank reconciliation on scribe for the 31st March 2026 is showing a difference of £1674.46. The balance for the current account has been checked to the statement and is correct so the difference lies within the savings accounts and is probably down to interest received and not updated. Recommendation 6: That the year end bank reconciliation on Scribe is corrected and cross referenced to the AGAR,
4	4. Bank Reconciliation & Treasury Management	C	1	Confirm bank balances do not exceed FSCS protection limits, or appropriate risk mitigation is in place.	Yes	End of year bank balances do not exceed the FCSC limit of £120,000

4	4. Bank Reconciliation & Treasury Management	C	1	If balances exceeded £100,000 during the year, confirm an investment strategy was considered and documented.	Yes	End of year bank balances do not exceed £100,000
5	5. Income Controls	E	1	Confirm debtor balances are monitored and supported.	Yes	Debtors are not maintained as the council operates receipts and payment accounts
5	5. Income Controls	E	1	For allotments: confirm tenancy agreements exist, registers are maintained, and arrears monitored.	Yes	The Council does not operate allotments
5	5. Income Controls	E	1	For burials: confirm registers are maintained, memorials evidenced, and fees correctly charged and recovered.	Yes	The Council does not operate a burial ground
5	5. Income Controls	E	1	Does the Council own or lease a hall. If the Hall is owned but not operated by the Council has the required rent been received. If the Hall is operated by the Council is there a diary system for bookings which can be cross referenced to the payments in the cash book.	Yes	The Council operates the West Parley Community Hub. There is a booking system which is managed on Scribe. A sample of bookings and payments were tested and could be cross referenced to the cashbook.
5	5. Income Controls	E	1	Does the Council hold or issue any leases for assets. If so when are they due for renewal and have rents been reviewed if appropriate.	Yes	The Council has two leases. The first is historic and with the Memorial Hall. Rent received 1st April 2005. The second was agreed at the extraordinary meeting of 27th March see min ref: 5
5	5. Income Controls	E	1	Does the Council have any other income streams – coffee mornings, baby/toddler group/ twinning/village in bloom etc. If so are there procedures in place regarding the governance of these.	Yes	The Council income streams revolve around the lettings for the Community Hub and the recreation ground/ playing field
5	5. Income Controls	E	1	Review the systems for handling cash (this is no longer restricted to PETTY CASH). Check that supporting documentation is held for ANY cash transaction and VAT correctly identified.	Yes	The Council do not hold Petty Cash, this is confirmed on the end of year bank reconciliation.
5	5. Income Controls	E	1	If the Council hosts ANY type of retail facility e.g.: Bar or Catering then ensure that Cashing up procedures are in place with reconciliations and Z till reading evidence.	Yes	The Council does not host any retail facility
5	5. Income Controls	E	1	Identify amounts receivable on set dates each year, e.g.: Rental and precept. Ensure that this income has been received is banked and included in the cashbook.	Yes	The Precept and rental for the memorial hall were received as expected.
5	5. Income Controls	E	1	Has the Council received CIL monies. If so, is the summary reconciliation available on the website	Yes	The Council has received CIL monies in the year of £10,834.85 and these are correctly showing on the CIL listing. The total received is showing on the Dorset Council listing as £135,768.37 and this matches the CIL report on the Councils website.
6	6. Expenditure Controls & VAT	B	1	Confirm invoices support expenditure and match minutes authorising payment.	Yes	The sample checked were all correct and matched the payment listing.

6	6. Expenditure Controls & VAT	F	1	Confirm VAT is correctly identified, coded and reclaimed.	Yes	There are a few receipts and payments where the VAT category on Scribe is not correct. Many of this will make no material difference as it is of zero value just the wrong categorisation (no Vat/Exempt VAT). Recommendation 7: That the VAT listing supplied separately to the Clerk is reviewed and changes made where required
6	6. Expenditure Controls & VAT	F	2	Confirm petty cash (if held) is reconciled regularly and VAT on petty cash invoices is correctly treated.	Yes	Petty cash is not held
6	6. Expenditure Controls & VAT	B	1	Check that VAT reclaims have been submitted regularly and all repayments received within the following quarter from submission	Yes	VAT reclaims were submitted in April, May and July 2025, but there has been nothing recorded on Scribe since. Recommendation 8: That the Council at least quarterly submits a VAT reclaim to aid cashflow.
7	7. Payroll & Staff Costs	G	2	Confirm all staff have formal contracts and any changes are documented and signed.	Yes	The Clerk has a formal contract in place
7	7. Payroll & Staff Costs	G	2	Confirm salary calculations match contracted hours and approved pay scales.	Yes	The Clerks payslips for December 25 and January 26 are consistent with a salary payment rather than hourly rate
7	7. Payroll & Staff Costs	G	2	Confirm correct tax codes are applied.	Yes	The Clerks tax code is 1257L showing that the Clerks full allowance is attached to this role.
7	7. Payroll & Staff Costs	G	2	Confirm payroll software is up to date.	Yes	The latest version being used is 25.1.25092.226
7	7. Payroll & Staff Costs	G	2	Confirm tax, NI and pension contributions are correctly calculated and paid.	Yes	A sample of salary payments was taken and all required payments were made to HMRC
7	7. Payroll & Staff Costs	G	2	Confirm net pay is correct and paid to staff and agencies.	Yes	The correct payments were made to the Clerk and Dorset Council Pension fund. Some of the Suppliers in Scribe are showing as WPPC when they should be HMRC e.g.: Voucher 294 and 219. Recommendation 9: That the payments to HMRC are reviewed ensuring that the supplier is correctly listed.
7	7. Payroll & Staff Costs	G	2	Confirm members' allowances follow proper procedures and tax/NI rules.	Yes	Members allowances are not paid at this time.
8	8. Asset Register & Investments	H	2	Confirm the asset register is maintained, updated for additions/disposals, and recorded at historic cost.	Yes	The Asset register is maintained in scribe. However it does not seem to be available on the website. Recommendation 10: That the asset register is published on the website.
8	8. Asset Register & Investments	H	2	Confirm high-value assets are physically verified or confirmed by declaration.	Yes	The Register was reviewed and agreed pending the fencing being added at the March meeting 2026. Min ref: 18
8	8. Asset Register & Investments	H	2	Confirm replacement/insured values are updated annually.	Yes	The purchase and current values are listed on Scribe.
8	8. Asset Register & Investments	H	2	Confirm AGAR Line 9 reflects prior year value adjusted for additions/disposals.	Yes	The figure is taken directly from the asset register in Scribe.
8	8. Asset Register & Investments	H	2	Confirm assets are appropriately insured.	Yes	The insurance schedule was provided and values checked.
8	8. Asset Register & Investments	H	2	Confirm long-term investments are included in the investment strategy and AGAR.	Yes	The council has no long-term investments
8	8. Asset Register & Investments	H	2	If loans exist: confirm DMO approval, correct accounting, and balances verified.	Yes	There are no loans in place

8	8. Asset Register & Investments	H	2	If the Council has loaned funds: confirm the debt is underwritten.	Yes	The Council has not loaned funds to any groups.
8	8. Asset Register & Investments	H	2	Does the Council own a play area, if so is it regularly inspected and reports brought to the Council.	Yes	The last playground inspection that can be found is in Feb 2025. There is no payment to a playground inspection company in 2025-26. Recommendation 11: That the playground inspection is carried out in the first part of 2026-27.
9	9. Internal Audit & External Audit Processes	C	6	Confirm the Council appointed an independent and competent internal auditor.	Yes	The internal auditor was appointed at the meeting in January 2026 see min ref: 12
9	9. Internal Audit & External Audit Processes	C	6	If the same auditor has been used for 3+ years, confirm alternative quotes were considered.	Yes	The same auditor has only been used twice in succession.
9	9. Internal Audit & External Audit Processes	C	7	Confirm the internal audit report was presented to Council, understood, and minuted.	Yes	The internal auditor report for 24-25 was presented to the council at the June 2025 meeting.
9	9. Internal Audit & External Audit Processes	C	7	Confirm recommendations from internal/external auditors have been considered and action plans created.		The recommendations were noted and the Clerk was to work towards resolving them.
10	10. Exercise of Public Rights & Transparency	M	4	Confirm AGAR Sections 1 & 2, unaudited statements, and public rights notice were published correctly.	Yes	The full AGAR is available on the website, along with the public rights notice.
10	10. Exercise of Public Rights & Transparency	M	4	Confirm the public rights period covered 30 working days including the first week of July.	Yes	The public rights notice covered the 23rd June to the 4th August.
10	10. Exercise of Public Rights & Transparency	M	4	Confirm the public rights dates were agreed and minuted when approving the AGAR.	Yes	The dates were agreed and minuted in the June 2025 meeting see min ref: 11 at the same meeting as the AGAR
10	10. Exercise of Public Rights & Transparency	K	4	If exempt: confirm exemption was approved and published before 30 June.	Yes	The council could not claim an exemption.
10	10. Exercise of Public Rights & Transparency	N	4	Have all of the statutory disclosure /publication requirements in relation to the prior years AGAR have been met as detailed on the front page of the current years AGAR	Yes	All requirements have been met
11	11. Digital & Data Compliance	L	10	Confirm the Council has at least one generic email address hosted on an authority-owned domain.	Yes	clerk@westparley-pc.gov.uk
11	11. Digital & Data Compliance	L	10	Confirm the Council's website meets accessibility regulations.	Yes	A check on the website shows that it is not fully accessible to the required regulations. Recommendation 12 :That the website is upgraded to ensure it meet with the accessibility regulations
11	11. Digital & Data Compliance	L	10	Confirm Transparency Code requirements are met (expenditure lists, AGAR, audit reports, councillor details, land/buildings, etc).	Yes	All required information is available on the website.
11	11. Digital & Data Compliance	L	10	Confirm GDPR training has been completed within the last 2 years.	Yes	There is no evidence that GDPR training has been undertaken in the last 2 years for the councillors. The Clerk will be GDPR trained as they have their CiLCA qualification. Recommendation 13: The Councillors undertake GDPR training

11	11. Digital & Data Compliance	L	10	Confirm the Council has an IT policy reviewed within the last 12 months.	Yes	The Council has an IT policy and it is available on their website. It was agreed at the March 2026 meeting min ref: 15
11	11. Digital & Data Compliance	L	10	Does the Council have a GDPR Freedom of Information Policy	Yes	A freedom of information and publication scheme is available on the website. This was published in 2019. There is also a Records Management Policy dated 2023 on the website. There is a cross over between these two policies. Recommendation 14: That the policies are reviewed and consolidated to ensure that there is no conflicting information.
11	11. Digital & Data Compliance	L	10	Does the Council have a Retention Schedule and can they confirm that only the required documents are being held over all record media.	Yes	See above
11	11. Digital & Data Compliance	L	10	Did the Council approve the Annual Governance Statement as a whole by resolution with a record made of this in the minutes.	Yes	This was undertaken at the June meeting - min ref: 12
12	12. Trust Funds (if applicable)	O	9	Confirm whether the Council is a sole managing trustee.	Yes	The Council is not a sole managing trustee.
12	12. Trust Funds (if applicable)	O	9	If so, confirm responsibilities are met, finances are separate, and filing requirements are completed.	N/A	See above
12	12. Trust Funds (if applicable)	O	9	Confirm trust activity is reviewed, including independent examiner reports if required.	N/A	See above

West Parley Parish Council Audit – 2025-26

Summary of Audit Checklist Recommendations:

Recommendation 1:

That the signatories are reviewed and amended as per Min ref 12 from the May 2025 meeting.

Signatures and bank mandates should be reviewed annually to ensure that they remain up to date, and that previous councillors and/or employees no longer have access to the bank account.

Recommendation 2: That the council acknowledges and minutes that the % difference from the 2025-26 precept to that requested for 2026-27 is actually 14.36%

Whilst the Council agreed the actual figure of the precept the percentage increase is incorrect. It is important for transparency that the Council are open and honest about the percentage increase to their electors. There is no limit to the percentage increase, so there is no reason why the Council have not declared the correct percentage.

Recommendation 3:

The agreed budget is not available on the website.

It is important for transparency that the budget is available on the website. This supports the precept amount and shows that the Council have considered the amount of

Recommendation 4:

That the Council drafts and agrees a General Reserves Policy

A General Reserves Policy is needed to provide clear guidance on the appropriate level of unallocated reserves the Council should hold, ensuring they remain proportionate to the Council's financial risks and are used only for unforeseen or emergency expenditure. A policy also supports consistent decision-making, improves transparency for councillors and the public, and ensures reserve levels are reviewed systematically during the budget and precept-setting process.

Recommendation 5:

That any S137 expenditure is categorised on Scribe correctly.

As the Council does not have the General Power of Competence it is important that any expenditure under S137 is categorised clearly in the accounts so thresholds can be checked.

Recommendation 6:

That the year-end bank reconciliation on Scribe is corrected and cross referenced to the AGAR.

This may be as the result of some new year transactions with the wrong date which have now fallen into the old year.

Recommendation 7 :

That the VAT listing supplied separately to the Clerk is reviewed and changes made where required.

As part of the audit testing, we have identified a number of transactions where the VAT coding is different to that expected. Eg: a Donation would be expected to have an X (outside scope) VAT classification whereas it might have been categorised as Z (zero rated). There is no VAT due on either of these classifications, but Z infers that the supplier/customer is VAT registered and supplying zero rated goods or services.

A list showing the items found will be sent to the Clerk with this report.

Recommendation 8:

That the Council at least quarterly submits a VAT reclaim to aid cashflow.

The Council has acknowledged that finances are under pressure in 2026-27 and given the precept it would be advisable to claim back any valid VAT to help cashflow during the year. At least quarterly is suggested.

Recommendation 9:

That the payments to HMRC are reviewed ensuring that the supplier is correctly listed.

Making sure that the supplier details against payments are correct allows for the integration of Scribe to produce the correct reports. An example of tow payments has been listed in the audit report, but this is not exhaustive and there are others.

Recommendation 10:

That the asset register is published on the website.

The asset register publication is important to acknowledge what assets the Council have and what the purchase value and insured values are. This supports the view that the Council understands its assets and the required upkeep and maintenance associated with them now and in the future.

Recommendation 11:

That the playground inspection is carried out in the first part of 2026-27.

It is important that the playground inspection is done at least every year, minuted and the invoice recorded in the accounts as evidence. Regular inspections are required to ensure that insurance requirements are met and that risks are mitigated.

Recommendation 12:

That the website is upgraded to ensure it meet with the accessibility regulations

Accessibility is a requirement of the latest JPAG and Audit Guidance. The Council needs to ensure that their online presence is available to everyone in their community.

Recommendation 13:

The Councillors undertake GDPR training.

Councillors are required to complete GDPR training because the council is a data controller and members routinely handle personal data. Training ensures councillors understand their legal responsibilities, reduces the risk of data breaches, supports compliance with the Data Protection Act 2018 and AGAR Assertion 10, and protects both the council and individual councillors from governance or regulatory failures.

Recommendation 14: That the policies are reviewed and consolidated to ensure that there is no conflicting information.

There is a risk that conflicting information may be available in the future if one document is updated in isolation of the other. Consolidating the documents will ensure that there is one definitive place for this information.

Paula Harding
Internal Auditor

AGENDA ITEM 10 – Traffic Regulation Order In Chine Walk

Members are aware of the issues in Chine Walk with vehicles being left for long periods by people flying from Bournemouth airport.

The parking is creating issues for residents, with driveways blocked and emergency vehicles being unable to get along the road.

Local residents have attended a meeting and highlighted the issues with photographic evidence.

Th locum clerk has been in touch with highways, who have been made aware of the situation. DC Highways reported that they have not been made aware by the emergency services of any issues.

The resident has been informed that the next steps is to formally ask the Parish Council to make a formal request to Dorset Council for a Traffic Regulation Order.

Members are therefore asked if they wish to apply for a TRO for Chine Walk.

Specific details of what sort of TRO is required need to be submitted to DC, along with the positioning of any TRO.

A TRO can be single or double yellow lines.

AGENDA ITEM 11 - To Consider Adopting a Business Continuity Plan

Cllr Mrs McDonald has request the following item be discussed.

To review and adopt a Business Continuity Plan

Background Information:

A Business Continuity Plan sets out how the Parish Council will continue to deliver its essential services during and after an unexpected disruption. Such disruptions could include prolonged power or IT failures, cyber incidents, loss or unavailability of key personnel or other emergencies that impact the Council's ability to operate.

Whilst the Council has procedures and policies covering specific areas of its operations, a Business Continuity Plan brings these together into a single document, identifying critical functions, key contacts, roles and responsibilities, and arrangements for maintaining essential services until normal operations can resume.

The adoption of a Business Continuity Plan is recognised as good governance and demonstrates that the Council has considered how it would continue to meet its statutory responsibilities during unforeseen events. It also provides assurance that appropriate arrangements are in place to minimise disruption.

The plan should be regarded as a live document and reviewed regularly to ensure that contact details, responsibilities, risks and recovery arrangements remain accurate and reflect any changes to the Council's operations, staffing or assets.

Councillors are therefore asked to review the attached Business Continuity Plan and consider whether it adequately reflects the Council's operations and risk profile. Subject to any amendments, Members are requested to adopt the plan and agree that it will be reviewed annually, or sooner if there are significant changes to the Council's services, staffing, premises or identified risks.

DRAFT

West Parley Parish Council

BUSINESS CONTINUITY PLAN

1. Purpose

The purpose of this Business Continuity Plan (BCP) is to ensure that the Council can continue to provide essential services and fulfil its statutory responsibilities during periods of disruption.

The Council recognises that it currently operates with limited staffing resources and therefore places particular importance on mitigating single points of failure which could affect governance, financial management, statutory compliance and delivery of community services.

This plan identifies potential risks, outlines response arrangements, and establishes temporary measures to maintain critical services until normal operations can resume.

2. Scope

This plan applies to:

- Council staff
- Councillors
- Council facilities and assets
- Information systems and records

3. Objectives

The objectives of this plan are to:

- Protect staff, councillors and service users.
- Maintain essential council functions.
- Minimise disruption to residents.
- Ensure continuity of financial administration.
- Provide clear lines of responsibility during emergencies.
- Enable a swift return to normal operations.

4. Critical Council Functions

The following functions are considered critical:

High Priority

- Payment of invoices and staff salaries
- Banking and financial management including VAT reclaim
- Statutory reporting and compliance
- Management of council meetings including producing, distributing and displaying Agendas
- Taking and producing minutes from meetings
- Urgent correspondence and public enquiries
- Management of council facilities and community hub
- Health and safety responsibilities
- CCTV requests for urgent incidents

Medium Priority

- Website updates
- Social Media updates
- Routine projects
- Events and community activities
- Non-urgent administrative tasks
- Grant funding

5. Activation of the Plan

This plan may be activated where:

- The Clerk/RFO is absent (through illness, injury or death).
- The Clerk/RFO resigns without immediate replacement.
- Clerk's Home, Community Hub or facilities cannot be accessed.
- IT systems fail.
- Essential records become unavailable.
- Councillors (by any reason which leaves the Council inquorate)
- An emergency significantly disrupts council operations.

The plan may be activated by:

1. Clerk/RFO
2. Chair of the Council

3. Vice-Chair of the Council

6. Emergency Management Team

Role	Responsibility
Chair	Overall coordination
Vice-Chair	Deputy lead coordinator
Chair of Staffing and Finance Committee	Coordinate and deliver essential functions
Councillors	Support delivery of essential functions
Locum Clerk	Administrative and governance support where appointed
Contractors	Delivery of essential services where appointed

7. Staff Illness or Unexpected Absence

Short-Term Absence (up to 2 weeks)

The Chair and Vice-Chair shall:

- Monitor urgent correspondence.
- Approve essential payments in accordance with Financial Regulations.
- Liaise with the payroll provider where applicable.

Council meetings may be postponed where appropriate.

Long-Term Absence (over 2 weeks)

The Council shall:

- Engage a suitably qualified locum clerk where possible and delegate responsibilities.
- Delegate specified administrative tasks and tasks relating to the hub to councillors.
- Prioritise statutory and financial functions.
- Suspend non-essential projects if required.
- Arrange a meeting to discuss delegation of responsibilities.

8. Clerk Resignation or Vacancy

In the event that the Clerk leaves employment:

Immediate Actions

- Secure access to all council records.
- Secure banking arrangements and update mandate.
- Secure council email accounts.
- Secure all IT equipment and social media accounts.
- Secure all council property (list of property kept at the Clerk's residents should be kept by Council).

- Secure keys.
- Transfer passwords to authorised persons.
- Notify the Council's insurers if necessary.

Interim Arrangements

After discussion with councillors the Chair and Vice-Chair shall coordinate council operations until a locum or replacement Clerk is appointed.

A locum clerk should be appointed as soon as reasonably practicable.

9. Community Hub Operations

Where staffing levels prevent normal operation of the hub:

Essential Functions

- Opening and closing the facility
- Viewings for potential hirers
- Managing bookings
- Invoicing regular hirers
- Monitoring health and safety
- Responding to enquiries

Temporary Arrangements

Councillors may volunteer to undertake:

- Opening and closing duties
- Booking administration
- Customer enquiries
- Monitoring facility condition
- Health and Safety including Fire Checks

Any councillor undertaking operational duties must receive appropriate briefing and work within agreed delegated authority.

Where safe operation cannot be maintained, the facility may be temporarily closed by the Chair in consultation with the council.

10. Financial Continuity

The following must always be maintained:

- Access to online banking – at least 4 people on the Lloyds account with 2 having full access rights (suggested that one of these to be the Clerk/RFO and the Chair of the Finance committee).
- At least 3 people on all other bank accounts
- Payment authorisation procedures to be understood and accessible by the Finance Committee
- Payroll arrangements accessible to Chair of the Finance Committee and Chair of the Staffing Committee.
- Insurance cover held by Chair of the Finance Committee.

The Council shall ensure:

- A minimum of four authorised banking signatories remain active.

- The Chair and Vice-Chair hold emergency access arrangements for key records.
- Financial records are securely backed up and accessible to Chair and Vice Chair of the Finance Committee with full access to Scribe accounts.

Urgent payments may be approved in accordance with the Council's Financial Regulations and delegated emergency powers.

11. Single Point of Failure Controls

Purpose

The Council recognises that reliance upon a single member of staff presents a significant business continuity risk. The purpose of this section is to ensure that essential knowledge, records, systems and operational processes remain accessible during periods of staff absence, illness, resignation or other unforeseen circumstances.

Access to Information

The Council shall ensure that:

- Essential council records are stored securely and can be accessed by authorised councillors when required.
- Council property can be collected by the Parish Council Chairman or Chairman of the Staffing Committee.
- Electronic files are backed up regularly and stored in a secure cloud-based system where possible.
- Key operational documents are maintained in a clearly organised filing structure.
- A current list of passwords, access arrangements and account details is held securely and can be accessed by authorised persons (Chair and Vice Chair) in an emergency.
- At least 3 councillors/staff have access to login to the Parish Council Facebook Page with 1 person plus the clerk having full admin control. Social Media Policy to outline roles.

Banking and Financial Management

The Council shall ensure that:

- At least four councillors remain authorised signatories on all council bank accounts at all times.
- More than one authorised person understands the council's banking and payment procedures and has full access rights, (suggested one of these people is the Chairman of the Finance Committee).
- Financial records are maintained in a format that can be understood and accessed by a locum clerk or authorised councillor.
- Payroll provider details, insurance information and key financial contacts are recorded and accessible.

Governance and Administration

The Council shall maintain:

- A Clerk's Handover File containing key operational information and login/passwords.
- A copy of keys for all noticeboards and postbox.
- Copies of Standing Orders, Financial Regulations, policies and procedures are published on the website and updated regularly.

- At least 3 councillors/staff have access to login to the Parish Council Facebook Page.
- A schedule of recurring tasks and statutory deadlines.
- A list of ongoing projects, contracts and service agreements.

The Handover File shall be reviewed and updated at least quarterly.

Community Hub Operations

To ensure continuity of hub services:

- Booking procedures shall be recorded with nominated councillors having emergency full access.
- Councillors may be identified and trained to undertake temporary operational duties where necessary.
- Councillors will be trained to complete Fire Safety Checks and Defibrillator Checks

The Council acknowledges that councillors acting in such roles are doing so on a temporary basis to maintain service continuity until appropriate staffing arrangements are restored.

Locum and Emergency Support

The Council shall maintain details of suitable locum clerk providers and professional support organisations.

Where the absence of the Clerk is expected to exceed four weeks, the Council shall consider appointing a locum clerk at the earliest opportunity to maintain governance, financial management and statutory compliance.

Annual Testing

At least annually the Council shall review:

- Access arrangements for key records.
- Banking and payment procedures.
- Availability of essential passwords and system access.
- Availability of keys.
- Community hub continuity arrangements.
- Adequacy of the Clerk's Handover File.

Any deficiencies identified shall be reported at a full Council meeting and corrective action taken.

12. Loss of IT Systems

If IT systems become unavailable:

Immediate Action

- Use alternative communication methods.
- Post notice on social media of alternative contact methods.
- Contact IT support provider.
- Assess data recovery options and access backups.

Continuity Measures

- Use cloud backups where possible.
- Ensure Council Laptops are backed up on a regular basis (every quarter)
- Redirect enquiries through councillors if necessary.

13. Loss of Access to Community Hub

If the Community Hub cannot be accessed:

The Council may operate from:

- Alternative community facilities
- Remote working arrangements

Meetings may be held virtually where legislation permits.

14. Communications

The Chair shall act as lead spokesperson unless delegated otherwise.

Residents will be informed through:

- Council website
- Social media
- Noticeboards
- Direct email communication where appropriate

15. Recovery

Following any disruption the Council shall:

1. Restore critical services.
2. Resume normal operations.
3. Review the effectiveness of the response.
4. Identify lessons learned.
5. Update this plan where necessary.

16. Annual Review

This plan shall be reviewed annually by Full Council and following any significant incident requiring activation of the plan.

Emergency Contact List

(To be maintained separately and reviewed annually)

- Chair
- Vice-Chair
- Councillors
- Locum Clerk Provider
- Bank Contact Details
- Insurers
- Payroll Provider
- IT Support Provider
- Utility Providers
- Key Contractors
- User-group Contacts

Emergency Delegated Authority

Where urgent action is required and it is not practical to convene a meeting, the Chair, Vice-Chair, Chair of the Finance and Staffing Committee may jointly take decisions necessary to

maintain critical council services, subject to all actions being reported to the next available council meeting and recorded in the minutes. However where possible all decisions should be jointly made at a council meetings.

AGENDA ITEM 12 - To discuss options for Website redesign

To consider a redesign of the current website as per the Internal Auditors Recommendations.

Background Information:

The Council's website is one of its primary methods of communicating with residents and meeting its statutory obligations for transparency and accessibility. It is important that the website is easy to navigate, presents information clearly and enables users to locate documents and services efficiently.

As part of the Council's recent internal audit, recommendations were made regarding website not being compliant.

Implementing the recommended design changes would help the Council to:

- Improve the overall usability and navigation of the website.
- Enhance accessibility for all users, including those using assistive technologies.
- Make key information, policies, agendas and minutes easier to locate.
- Demonstrate the Council's commitment to good governance, transparency and continuous improvement.
- Support ongoing compliance with the Web Content Accessibility Guidelines (WCAG) 2.2 AA, where applicable.

The proposed changes relate to the design and layout of the website rather than any fundamental changes to the Council's published information or statutory content.

Background Documents:

Report on website provision – Dec 2025 – The report send separately to the agenda on website provision was originally prepared by the Clerk. I have identified that the information relating to Option 5 was not fully reflected in the report despite information being available at the time.

To assist Members in making a fully informed decision, additional information has been included. The amendments are shown at the end of the report and have been highlighted in yellow to enable Members to easily identify the changes and consider the additional information alongside the original report.

Website_Options_Comparison_for_Councillors – from Linda's report I have put together a table of options to make it easier for councillors to see options at a glance.

Recommended to upgrade the website and select a provider.

AGENDA ITEM 13 – Bench Repairs

Cllr Mark Barber has requested that members consider a quotation for repairs to benches. Cllr Barber to give more details at the meeting.

The quotation for the works is £678

AGENDA ITEM 14 – New Gates for Garage

Cllr Mark Barber has requested that members consider a quotation for new gates for the garage. Cllr Barber to give more details at the meeting.

The quotation for the works is £1280

AGENDA ITEM 15 – Community Hub

Items for discussion have been requested by Cllr Barber

a) Access to Hirers via main doors

Cllr Barber wishes members to discuss allowing access for users of the large function room access through the main doors at the front of the building and how this can be achieved.

b) Costs for hiring tables and chairs for large function room and use of kitchen when hiring large function room

Cllr Barber wishes members to consider introducing charges for the hiring of tables and chairs in the large function room, as well a charge for using the kitchen as part of the large function room hire.

Currently hirers can also book the community room along with the large function room if they require use of the kitchen and it is not already booked, this is charged at the same rate as the large hall.

c) Cost of PPL License

Cllr Mark Barber has been investigating the cost of PPI and PRS License so that music can be played in the Community Hub.

The cost of these licenses are £673.04 for a one year period.

Members are asked to approve this application and the cost

d) Fire Push Bars to Function Room Doors

Cllr Mrs R McDonald has asks members to consider this request.

To consider the option to add push bar fire exit on the internal doors between the main function room and community space.

Background Information:

The Community Hub is seeing an increase in usage, particularly within the function room and adjoining community space.

The current layout includes access points between the function room and adjoining community area. While these doors are compliant from a fire safety perspective, they currently remain accessible from the community space, where alcohol is often being served.

This creates a safeguarding and security concern, particularly during:

- Children's parties or youth activities
- Sessions involving vulnerable adults

Safeguarding Considerations

It is considered good practice for venues hosting children or vulnerable users to have the ability to:

- Control access to the space
- Prevent unauthorised entry
- Provide a secure and contained environment

Recent high-profile incidents, including the tragic attack in Southport, have highlighted how unsecured access points can be exploited where doors are left open or unmanaged. While such incidents are rare, they reinforce the importance of preventative measures.

Allowing hirers to secure the space from access (while maintaining safe emergency exit routes) aligns with safeguarding responsibilities and risk reduction.

Background Documents:

https://www.ironmongerydirect.co.uk/product/briton-377-rebated-double-door-push-bar-panic-exit-set-timber-door-521326?mm_rf=mm_806024fae85d47100120

<https://www.george-boyd.co.uk/p/briton-double-double-door-panic-bolt-right-hand-silver-HWIY377L>

Costs:

Approx £150 plus fitting

Recommendation:

Resolve to install push bar fire exit on both double doors.

AGENDA ITEM 16 – To Consider Planning Applications:

Members are asked to consider the planning application shown below.

- a) [P/HOU/2026/03528 – 167 Golf Links Road, Ferndown, BH22 8BX](#)
Erect single storey rear extension.
- b) [P/TRT/2026/03588 – 23 Dudsbury Road, West Parley, BH22 8RA](#)
For information purposes only - Sycamore – Fell

AGENDA ITEM 17 – Information from Members

An opportunity for brief verbal reports from members who have information relevant to West Parley.

Members are asked to produce a written report of attendance at meetings etc. on which they are the Council representative. Please send this to the Clerk so it can be sent out with the agenda.

AGENDA ITEM 18 – Correspondence

1. Correspondence about a no entry sign opposite Tesco entrance and whether any decisions have been made.
2. Correspondence asking for a crossing on New Road north of West Parley between the traffic lights and St Marks Church

AGENDA ITEM 19 – Exclude Press and Public

To Exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admission to meetings) Act 1960

Members are asked to vote to exclude press and public

AGENDA ITEM 20 – Confidential Minutes

Members are asked to approve the confidential minutes for the Staff and Personal Committee meeting held on the 1st July 2026. These will be sent separately to the agenda.