

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

Minutes of the Annual Parish Council Meeting Wednesday 14 May 2025 at 7pm at Toller Porcorum Village Hall

Present:

Councillor Neil Farmer (NF)

Councillor Peter Crabbe (PC)

Councillor Debbie Billen (DB)

Councillor Jane Curry (JC)

Councillor Steve Hodson (SH)

Councillor Helen Jones (HJ)

Councillor Chris Wardle (CW)

In attendance:

Clare Smith (Clerk)

Members of the public: 2

Public Democratic Forum

Two members of the public spoke in support of a grant application by Toller Health and Wellbeing (THaW) initiative. The first health café on 10 June has lots of advisors attending including LiveWell Dorset. Publicity is being worked on at the moment and support for the initiative is strong.

25/05-1. Election of Chair and signing of acceptance of office

NF nominated for Chair and elected. NF accepted and signed an acceptance of office.

Proposed: JC

Seconded: HJ

Resolved

25/05-2. Election of Vice Chair and signing of acceptance of office

PC nominated for Vice Chair and elected. PC accepted and signed an acceptance of office.

Proposed: HJ

Seconded: CW

Resolved

25/05-3. Welcome by Chairman

25/05-4. To receive apologies for absence

Apologies were received for Dorset Councillor Neil Eysenck.

25/05-5. To receive declarations of interest or any grants of dispensation

NF declared their non-pecuniary directorship of DAPTC. A dispensation was granted that NF can continue as the representative of DAPTC and take part in DAPTC discussions on the basis their knowledge is valuable to council, they will not, however, vote on DAPTC matters. The dispensation was granted for the financial year 2025-26.

CW declared his role as chair of the Community Land Trust (CLT). CW excluded himself from voting on a grant application due to this role.

25/05-6. To receive councillors' commitment to review Register of Interests and update if required

All committed and will send any updates to the Clerk who will update the Dorset Council record.

25/05-7. To accept the minutes of the Parish Council Meeting held 12 March 2025

The minutes of the previous meeting of the Parish Council were proposed and duly accepted as a true and accurate record of the meeting.

Proposed: CW

Seconded: HJ

Accepted

25/05-8. Matters arising from minutes of the last meeting for information only

Consultation period on telephone box closed 13 May 2025. Parish Council is waiting for an update.

Signed by Chair: Date:

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25/05-9. Dorset Council report

Provided via email due to absence. Dr Catherine Howe appointed as Chief Executive of Dorset Council and will take up the role in August. Sam Crowe will continue as interim Chief Executive until that time.

25/05-10. To approve the end of year accounts for 2024/25

Proposed: PC Seconded: CW **Approved**

25/05-11. To receive the report from the internal auditor and consider recommendations for 2025/26

Four recommendations were received. Updating Standing Orders and ensuring amounts match with Financial Regulations was done later in the meeting, the Risk Register was approved later in the meeting and will be uploaded to the website and an Explanation of Variances will be uploaded to the website with AGAR documents.

The final recommendation to create earmarked reserves, particularly for the Recreation Ground, will be considered by the Finance Working Group at budget setting time.

Proposed: HJ Seconded: JC **Resolved**

25/05-12. To approve the Annual Governance and Accountability Return (AGAR)

i. **Approve Certificate of Exemption 2024/25 – spend below £25,000**

ii. **Approve Annual Internal Audit Report 2024/25**

iii. **Approve Annual Governance Statement 2024/25**

iv. **Approve Accounting Statements 2024/25**

Items i – iv approved together

Proposed: CW Seconded: SH **Approved**

25/05-13. Finance

i. **Approve the accounts for April 2025**

HJ carried out the checking of invoices, bank statements and bank reconciliations. Bank on 6 May 2025: £17,559.017.

Proposed: SH Seconded: CW **Approved**

ii. **Approve the annual insurance renewal 2025/26**

Insurance cover remains the same at cost of £545.81, less than the previous year.

Proposed: SH Seconded: CW **Approved**

iii. **Consider and approve the payments due for May and June 2025**

Additional payments were submitted by the Clerk at the meeting: £175 – internal audit, £197.15 – DAPTC membership and £38.40 – Toller Times printing

Payee	Detail	Amount	VAT
Gallaghers	Insurance broker	£545.81	
123 Reg	Email account	£35.88	
Hugo Fox Ltd	Website hosting June	£11.99	£2.00
Clare Smith	Salary May	£251.00	
Dorset LGPS	Pension	£59.27	
ICO	Annual subscription	£35.00	
PATAS	Internal audit	£175.00	
DAPTC	Annual membership	£197.15	
Debbie Billen	Toller Times printing	£38.40	
	Total	£1349.50	£2.00

Proposed: SH Seconded: CW **Approved**

Signed by Chair: Date:

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iv. Approve the bank mandates for DD, SO and contractual payments

Proposed: PC Seconded: HJ **Approved**

v. Consider and approve the updated Risk Register

Proposed: JC Seconded: DB **Approved**

vi. Consider and approve the Asset Register

Missing sandbag stores at Village Hall and Post Office added since agenda issued.

Proposed: SH Seconded: HJ **Approved**

vii. Consider grant application and agree grant amount

Grant of £110.00 awarded to THaW initiative. Payment will be made to CLT who will distribute funds when needed to THaW. Any unspent funds to be returned.

CW abstained from vote as he is chair of CLT.

Proposed: HJ Seconded: JC **Agreed**

viii. Accept the recommendation of the Staffing Committee to increase the Clerk's pay by one scale point due to satisfactory performance

Proposed: CW Seconded: HJ **Accepted**

25/05-14. Policies

i. Consider and approve updates to Standing Orders

All updates approved.

Proposed: CW Seconded: PW **Approved**

ii. Approve Financial Regulations

Proposed: SH Seconded: HJ **Approved**

iii. Consider and approve updates to Councillor Code of Conduct

All updates approved.

Proposed: PC Seconded: SH **Approved**

iv. Consider and approve updates to Complaints Procedure

All updates approved.

Proposed: HJ Seconded: DB **Approved**

v. Adopt Publication Scheme

Proposed: CW Seconded: JC **Adopted**

vi. Agree to review other key policies at meetings in July, September and November

Proposed: PC Seconded: SH **Agreed**

25/05-15. To confirm councillor's roles and responsibilities for 2025/26

i. Bank signatories – (minimum 2) NF and PC

ii. Finance Working Group – (minimum 3) NF, PC, JC, HJ and Clerk

iii. Staffing Committee – (minimum 3) NF, PC and JC

iv. Recreation Ground Working Group – (minimum 3) SH, CW, DB

v. Highways – HJ

vi. Environment and Rights of Way – CW

vii. DAPTC – NF

viii. Community including Church and Village Hall – DC and JC

ix. Village Hall Management Committee - role combined with Community

x. Ammonite Patient Participation Group – CW

Items i – x confirmed together

Proposed: JC Seconded: SH **Confirmed**

Signed by Chair: Date:

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25/05-16. Review Action List 2025/26

Reviewed

25/05-17. Highways

i. Update on Barrowland Lane

Clarity required on work to be carried out: is it pothole repair or resurfacing/replacing the road surface.

ACTION: clerk to investigate

ii. Brief verbal report from representative

Nothing further to report.

25/05-18. DAPTC

i. Update on change to company limited by guarantee

NF reported DAPTC became a company limited by guarantee 1 April 2025. The chair and vice chair (NF) automatically became directors on that date and will appoint other directors at an executive board meeting later in May.

ii. Brief verbal report from representative

Vacancies for Deputy Chief Executive and Training Officer have been filled by experienced town clerks increasing DAPTC's capacity for advice and support.

25/05-19. To receive brief verbal reports from councillors representing the areas below:

i. Recreation Ground Working Group

SH has been unable to contact the contractor for grass cutting. Parish Council has no choice but to seek another contractor and will meet with the Clerk to discuss.

Apple orchard is growing well with indication of fruit.

ii. Environment including Rights of Way

CW reported a section of the Jubilee Trail to Kingcombe as overgrown.

A resident raised concern about maize sown across public footpath leading from village to Toller Fratrum - CW will monitor.

iii. Community including Church and Village Hall

DB – nothing to report.

CW raised the Air Ambulance as offering free defibrillator training.

ACTION: Clerk to investigate if they also offer CPR.

iv. Ammonite Patient Participation Group

CW reminded all the Patient Participation Group AGM is 15 May at the Village Hall.

25/05-20. To receive any correspondence received for noting

Email from resident about Recreation Ground rules – the Clerk has replied.

4 people have requested to visit the Beaver Project – residents should contact the Clerk if they are interested.

Letters received for DB and PC: Clerk instructed to open and inform on contents.

25/05-21. To confirm arrangements for Parish Council meetings for 2025/26 and Annual Parish Assembly and Annual Parish Council Meeting for 2026/27

Dates to be published on website.

Proposed: CW

Seconded: JW

Confirmed

Meeting closed: 8.25pm

Public Democratic Forum - no members of the public were present to comment at end of meeting.

Signed by Chair: Date: