Clerks Report

All recommendations in this report are made by the Clerk / RFO unless stated otherwise.

a. **Finance**

1 Bank Balance as of 27th February 2026

Unity – Day to Day	£13,080.93
Unity – Savings	£35,186.90
Redwood	£17,441.47
Total	**£65,709.30**

2 Monthly Expenditure

To approve the below expenditure

TBC

All invoices listed have been 'examined, verified and certified' by the RFO

Monthly Income: To note the below income

TBC

3. Bank Reconciliation

To approve the bank reconciliations and the Chairman to sign. Noting the reconciliation will be distributed before the meeting.

b **Parish Safety**

To note and discuss any Parish Safety issue. N.B. Any issue raised after the agenda publication date will be reported verbally during the meeting.

1. Playparks – Internal weekly inspections, Annual Inspection and Post Installation Inspection
   i. Butt Close
   ii. Orchard Meadow
   iii. Puddletown Rec.
2. Defibrillators
   i. Puddletown Library – Noting new to report
   ii. Martyrs Inns – Tolpuddle – Noting new to report
3. Tree Maintenance

The large Bay Tree is showing signs of dying off at the top. It is therefore recommended to carry out a Crown reduction in height by up to 2m and a crown raise to 3.5m over the footpaths. Cost for the approved contractor is £405 + Vat which includes removing all materials off site and submitting the application to Dorset Council.

Recommendation: To approve the works required.

4. Caretaker Training and PPE

Both Caretakers have undertaken and successfully completed *Working at Heights* training and *COSHH* training. A review has been carried out to determine the appropriate Personal Protective Equipment (PPE) required for their roles. Based on this review, the following PPE is recommended to be supplied.

Steel Tow Cap Boots / Trainers. The Caretakers have expressed a preference for a particular made as they currently have a pair for work and then are comfortable to wear. Cost £60 each.

Safety Googles. £5.00 each

Gloves – Standard and Needlestick proof. Standard £2 each Needlestick proof £56 each

Mask. Face mask with valve P3 standard. £5 each (PK2)

c **Action Log Updates.**

A copy of the action log is below. N.B. Any action updated after the agenda publication date will be reported verbally during the meeting.

1. Actions updated since the publication of the agenda

Action Log

Action Number (year number / consecutive number)	**Who is Actioned?**	**Title**	**Details**	**Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)**	**Complete**
0126-111 a2	Clerk	Monthly Payments	Clerk to process monthly payments	14-01-25 Complete	Complete
0126-111 a3	Clerk	Pre-paid Card	Clerk to investigate alternatives and report back.	14-01-25 All pre-paid cards are now chargeable in one form or the other. Given the number of occasions the card has been used, it is suggested any item needed is agreed where possible in advance and paid via a pro-forma invoice.	Complete
0126-111 a4	Clerk	Bank Reconciliation	Chairman to sign the latest bank reconciliation.	13-01-26 Signed	Complete
0126-111 b2	Cllr Redman & Clerk	Library Defib Battery	Clerk to purchase new Defib battery as and when required, To be advised by Cllr Redman		
0126-111 c	Clerk	Lanyards	Clerk to arrange for lanyards to be supplied for all members, officers and staff lanyards at a cost of £15 each.		

0126-112	Clerk	Tolpuddle VH Grant	Clerk to add to the February agenda for final ratification. "Agreed in principle to approve the grant application up to the value of £4,000. "	Added to February agenda for ratification	Complete
0126-113	Clerk	Risk Management Policy	Clerk to publish on the website.	16/01/2026 Uploaded	Complete
0126-114	Clerk	Planning	Clerk to submit comment	14-01-26 Submitted	Complete
0126-113	Cllr Patterson & Clerk	Strategic Risk Management Policy	Clerk to add a future agenda item, to discuss adopting a Strategic Risk Management Policy. Noting Cllr Patterson to investigate other SRMP's and send to the Clerk.		To Start
0126-111 d2 1125-86 b4	Clerk	Risk Register Risk Assessment	Clerk to investigate different systems to enhance meetings for the hard of hearing and report back to Council.	12-12-25. After research seems we would need an Omnidirectional microphone with noise cancelling technology. This could be plugged into my laptop, and we could then have an app like Google Live Transcribe which could be showing the live transcript on the screen. Cost is anywhere from £100 - £1000. Argos have one for £100 but the pick-up distance is unknown. We can try and return with Argos. Olympus doe a Microphone ME-30W, this is a much high spec with higher noise cancelling ratings and a 3-5m pick up range. This system can be extended with up to 6 microphones for larger meetings. £239.99 (inc. VAT) This is for 2 microphones, so we may be able to get it cheaper with just one mic. 13-01-26 Clerk to investigate systems with four microphones, If possible, more detail on if the microphones are battery or wired, plus what the echo levels are. 27-01-26 Owl & Olympus contacted asking for advice.	On-going
0126-115	Clerk	Fire Risk Assessment	Clerk to investigate if the 1st floor is concrete slab or another material. Clerk to arrange the annual Landlords inspection with Cllr Ridout, Cllr Green & Clerk in attendance. Clerk to report back as and when with findings.	14-01-26 Email sent to PRIDE Chairman and both PAPC Caretakers asking if they know the floor material. 14-01-26 Email from PRIDE Chairman "The floor is definitely wooden. That's indeed why the trampolines were not a good idea. This is also the reason why we ask the gym people not to	On-going

				have anything heavy above the club room because there is a big span in this area and some of their equipment is not suitable " 14-01-26 Email sent to external contractor who carried out Fire Risk assessment. 15-01-26 New assessment received and email "After our meeting I sent the company an email, asking about the report stating the floor was a concrete floor and therefore what in the report might change as the floor is in fact wooden. This was their response via email “As this was a 'Type 1’ (non-destructive) assessment, we didn’t 'open up' any of the ceiling areas to visually witness this, however we asked a whole load of questions to the person who met us on site and opened up for us etc (I apologise, I have forgotten his name), and he answered what he could, to the best of his ability. He informed us he believed it was concrete slab; thus this is where this information was gained. Apologise if this is incorrect. Regardless, I am able to amend the report to reflect the timber construction between floor levels. As the buildings fire alarm system is considered adequate (once the items in the report are actioned) and the escape route distances are all well within limits, there is no issue / change of outcome for the report given the amendment to timber floors between levels rather than concrete. “ I then went back to them and showed them the photo of the overloaded socket upstairs, which is directly above the stairs. I stated that this was taken in February and as their report (October) stated there was no overloading of sockets, I was assuming the tenants had resolved this issue as we had informed them this was not acceptable. However, there was concern due to what we saw in Feb and the fact that there was only one way in and out of the first floor and that was via a single wooden staircase. This was his reply. “Yes, it is very important to keep on top of these things. The smoke alarms also is a big one, as mentioned in the		

				report there is a missing / out of date alarms which need re-instating ASAP. There is no specific Law or regulation determining this one way or the other. The outcome / recommendations are determined by evaluating a number of factors. Occupancy levels, building complexity, Travel distances to exits, compartmentation, provision of smoke alarms etc etc. There is no 'one size fits all' solution. In this instance, the stair case itself is separated by brick / block walls / plasterboard from the rest of the ground floor, providing 60-minute fire protection. This essentially creates a 'protected stairway' from the 1st floor, out of the building. Aswell as this, with the layout of the 1st floor being very simple and the travel distances to the exit points being within the required limits, provision of fire fighting equipment at the top of the stairs and the provision of smoke alarms providing means of giving early warning in the event of a fire, I believe the risk to be minimal and thus see the current setup as being adequate."		
0126-116	Clerk	Feb Agenda	Clerk to add Rights of Way agenda item to February agenda	27-01-26 Added to February Agenda	Complete	
1225-98 c 1125-86 b5	Clerk & Councillors	Parish Action Plan	Clerk to produce a draft plan and distribute to Councilors. Add to a future agenda with the plan to release the Plan at the May Annual Meeting.	09-12-25 Physical copy taken to December meeting to Councillors to take away and let Clerk know feedback. 09-12-25 Councillors to look through draft Action Plan and feedback comments to Clerk	On-going	
1125-86 f1	Clerk	Signage - Car Park	Clerk to have signage made to state terms of conditions for using the car park, which will include the Parish Council accept no liability for any loss or damage.	17-12-25 Signage sent to printers asking for quote 07-01-25 Chase email sent 08-01-25 11 x 85mm x 55mm ID Cards: Printed one side on synthetic 365gsm board. £11.00 + vat	On-going	

1125-86 i	Clerk	Signage - Toilet Block	Clerk to arrange for signage to be placed in each area, informing users who to contact for maintenance issues.	1 x 210mm x 250mm Butt Close Play Area Sign: Printed on vinyl, gloss laminated and mounted on 5mm foam board with holes in corners. £22.00 + vat 2 x 100mm x 210mm Toilet Maintenance Stickers: Printed on permanent adhesive vinyl and gloss laminated. £12.0 + vat 1 x 460mm x 210mm T and Cs Sign: Printed on vinyl, gloss laminated and mounted on 5mm foam board with holes in corners. £35.00 + vat 1 x 210mm x 250mm Caution Sign: Printed on vinyl, gloss laminated and mounted on 5mm foam board with holes in corners. £22.00 + vat		
1025-69 c6		Annual Meeting	To hold one Annual Parish Meeting in Puddletown Village Hall on Tuesday 19th May. To invite local charitable organisations to exhibit during the event. To print flyers, for Councillors to distribute around the parish, advertising the event. To offer free tea, coffee and cake refreshments. To ask the Middle School Choir to attend and open the event with a short performance 6.30pm start. Clerk to start organising event.	17-12-25 Chase email sent to VH booking sec to confirm date for 2026	On-going	
0925-61	Clerk	Neighbourhood Plan	To defer any future actions starting a review to the Puddletown Neighbourhood Plan, until more defined information has been released on the Dorset Local Plan. Clerk to add to Action log to monitor.	16-09-25 To defer any future actions starting a review to the Puddletown Neighbourhood Plan, until more defined information has been released on the Dorset Local Plan. Clerk to add to Action log to monitor.	On-going	
0925-62b	Clerk	Sherborne Transport Action Plan	Clerk to contact Sherbourne Transport Action Group to investigate a project they ran some time ago, printing a foldable tameable for local transport services.	17-09-25 Email sent to Sherborne Transport Action Group (STAG) 14-01-26 Email sent to Sherborne TC Clerk asking for help. 14-01-26 Email received with new email contact for STAG 15-01-26 Email sent to STAG Secretary to personal email rather than generic email.	On-going	

1125-86 16	Clerk	COSH Regulations	Clerk to investigate COSHH regulations and report back to Council	17-12-25 Info found relating to employer duties: Key COSHH Duties That Affect You as an Employer 1. Identify Hazardous Substances Bleach and many common cleaning products are classed as hazardous. They may be: Corrosive; Irritants; Sensitisers; Respiratory hazards; Skin hazards; Toxic if mixed (e.g., bleach + acid = chlorine gas) You must identify all hazardous chemicals used by your caretaker, including: Bleach; Descalers; Toilet cleaners; Disinfectants; Sprays that create mists 2. Obtain and Maintain Safety Data Sheets (SDS) For every cleaning product, you must keep an up-to-date Safety Data Sheet from the supplier. SDSs inform you about: Hazards; Safe handling; PPE requirements; First aid measures; Storage needs These form the basis of your risk assessments. 3. Carry Out COSHH Risk Assessments You must complete a COSHH assessment for each substance or cleaning process. The assessment should identify: What the product is and what hazards it poses; Who may be exposed (caretaker, public, other staff); How exposure can occur (skin, eyes, inhalation of fumes or mists); The control measures needed	Complete	

				Emergency procedures; Risk assessments must be reviewed regularly and whenever products or processes change. 4. Implement Control Measures You must reduce exposure “so far as reasonably practicable.” For cleaning chemicals, this usually includes: ➤ Safe use and handling Use ready-to-use dilutions when possible Follow manufacturer dilution instructions Avoid mixing chemicals Provide proper training ➤ Ventilation Ensure toilets have adequate ventilation to reduce fumes ➤ Personal Protective Equipment (PPE) Provide and enforce use of: Gloves (chemical-resistant) Eye protection if splashing is possible Aprons if needed PPE must be: Provided free of charge Suitable and maintained Replaced when needed ➤ Storage Store chemicals securely Keep incompatible chemicals separate (e.g., bleach and		

				acids) Ensure proper labelling 5. Provide Training & Information You must train the caretaker on: Chemical hazards Safe use and dilution PPE use What NOT to mix How to clean safely without creating mists or splashes What to do in case of exposure or spillage Training must be recorded and refreshed. 6. Provide Appropriate Welfare & First Aid This includes: Immediate access to running water for eye/skin rinsing First aid procedures for chemical exposure Incident reporting procedures 7. Monitor and Review COSHH requires employers to: Check that controls and PPE are being used correctly Review assessments if an incident occurs or if products change Ensure ventilation and storage remain adequate ✔ In Short: Your Key Responsibilities Under COSHH, you must: Identify hazardous cleaning products Obtain Safety Data Sheets Carry out and review COSHH assessments Implement control measures (PPE, ventilation, storage) Train your staff Provide emergency and first aid arrangements Jan 2026 Caretakers signed up for COSSH Training		
1125-86 k3	Clerk	Shed Clearance	Clerk to clear shed once safe access possible.	Key to be retrieved	To Start	

1025-69 c3 0825-50 c3 0625-d2 0125-134 e1	Clerk	Defib - Tolpuddle	Clerk to contact the Martyr's Museum to ask if they would be happy for us to install a defibrillator on the outside of their building. Noting electricity would be need for the cabinet. 08-04-25 MOP offered to contact a Museum representative on our behalf	23-01-25 Email sent to the museum general email 14-04-25 Clerk stopped by the Museum and spoke to the Manager. Permission was given to install a defibrillator at this venue. Noting the BHF have currently closed their grant applications for defibs. It is due to open in Summer 25. 10-06-25 Clerk to make enquiries as to when the British Heart Foundation Defibrillator Grant Fund may be open again. If open within a few weeks, wait to apply. If fund closed permanently Clerk to order a new defibrillator at an estimated cost of £895 + Vat for a iPad SP1 Fully-Automatic Defibrillator, £440 +VAT for a cabinet + installation 22-07-25 Defib applied for via BHF grant. Answer within 8 weeks. 13-08-25 Notice received unsuccessful in our grant, due to over subscription to grants and machines allocated to areas with a lack of current defibs. 14-10-25 Back on Agenda for discussion of purchase options. 14-10-25 Clerk to confirm agreement with the Martyr's Museum and then organise for installation. To purchase an iPad NFK 200 Defibrillator including Non lockable cabinet from Contractor 2 at a cost of £1,500 + VAT	On-going	
0725-32	Clerk	Youth Council - Footpath	Clerk to contact Dorset Council to request they: 1. Cut back the vegetation along the path, (side and top) 2. Level the footpath. (Step area, northern end of path and in general) 3. Add a salt bin to the location (northern end of path by slope) 4. Add a litter bin by the school gates or the northern end of the path. (Move current bin on land opposite school entrance.) 5. Add some railing on the southern end of the path near the school, as there is a steep slope down to the road. 6. Install lighting along the path, as in the middle of winter at the end of the day, students do not feel safe walking along the path as it is so dark. If lighting is not possible could the trees and vegetation at least be cut to a level so that more natural light was able to light up the area.	16-07-25 response from Highways to state covered by Road safety. Team. 23-07-25 call from Commercial waste, stating depo will investigate and respond, however very long backlog so may be a while before hearing anything. (Back log issue due to teams not being trained to move bins and test for underground utilities. DWP looked into us moving the bin ourselves as they first suggested but since come back and stated we cannot move them ourselves. 01-08-25 Chase email sent to RoW and Road Safety. 01-08-25 email from Highways to say RoadSafety response due soon. 17-09-25 Chase email sent 18-09-25 Email received "Just to provide an update: we're currently developing a junction improvement scheme at the Whitehill Junction mouth and the stepped access to the school gates. The scheme is in its early design stages, but an engineer has now been assigned to take it forward. Once the drawings have progressed, I'll be able to share them more widely. As part of this scheme, we're also reviewing some of the great ideas that came out of your work with the school	On-going	

				pupils. We've visited the site with our engineers and are now awaiting feedback on the potential costs of the proposed improvements. One of the more feasible options we're looking into is levelling the steps along the path parallel to Coombe Road, but we just need to see if the engineers can work with the levels. I'll keep you updated as things progress. Please don't hesitate to get in touch if you have any questions"		
0725-37b2	Clerk	Car Park Surface	Clerk to contact M& R Construction to ask they go ahead in October half term.	16-07-25 Email sent. 24-07-25 October date unlikely due to prior commitments.	On-going	
1124-104	Clerk	Street names	Clerk to add Street name ratification for new development to agenda once information received form MOP regarding field names.		To start	
0824-58c,	Clerk	Cricket Club Scoreboard	0724-40a Clerk to amend the Facilities Use Agreement. 0824-58c - Clerk to organise a representative from PRIDE and the Cricket club to sign the amendment.	16-07-24 Email sent to CC Rep stating FUA will be updated and presented to Council in August 20-07-24 FUA amendment sent to Cllr Ridout for initial checks, will present to Council in August 14-08-24 Amended FUA sent to Cricket Club (Charlotte) and PRIDE (Barry)	On-going	
155	Clerk & Cllr Green	Future flood prevention work	Clerk with Cllr Green to contact the Blue Vinney landowner and Dorset Council Highways to ask what ditch clearance work they have scheduled in for Summer / Autumn 2024, as they both have a responsibility to stop flooding on the highway and within residents' properties.	14-01-25 Cllr Green is still working on this and will report back. 01-05-25 Cllr Green spoke to landlords happy to investigate	On-going	
0125-134 e5 148 a3	Cllr Ridout	PRIDE CCTV	Cllr Sheppard to speak to a representative of PRIDE regarding covering the electric cost of the light and to discuss them installing a camera as part of the CCTV system they are planning.	14-01-25 Cllr Ridout to Discuss at next PRIDE meeting and report bac	To start	