

Clerks Report

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

a. Finance

1 Bank Balance as of 25th June 2026

Unity – Day to Day	£20,285.82
Unity – Savings	£14,274.10
Redwood	£17,574.79
Total	£52,134.71

2 Monthly Expenditure

To approve the monthly expenditure noting a copy of the latest expenditure will be supplied before the meeting.

Date	Net	VAT	Total	Description	Supplier	Bank	Tender	Power Used for Spend
12.06.2026	£3,076.95	£615.39	£3,692.34	Grass Cutting	Lowther Forestry Group Ltd	Unity	ONLINE	Public Health Act 1875 s.164
10.06.2026	£0.90	£0.00	£0.90	Cleaning Products	Waitrose	Unity	ONLINE	Public Health Act 1936, s. 87
10.06.2026	£1.30	£0.00	£1.30	Cleaning Products	Tesco	Unity	ONLINE	Public Health Act 1936, s. 87
09.06.2026	£500.00	£0.00	£500.00	Public Toilet Repairs	DNH Plumb and Build	Unity	ONLINE	Public Health Act 1936, s. 87
3579.15		615.39	4194.54					

3. Bank Reconciliation

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

4. Tolpuddle Events Newsletter (TEN) Financial contributions increase request

To discuss a request from the editor of the TEN to on occasions increase the contribution Tolpuddle Events Currently the Puddletown Area Parish Council pay £35 every other month to have the TEN printed. The Editor has informed the Parish Council, that the popularity of the newsletter has increased, and occasionally they may wish to increase the newsletter size from double-sided A4 to folded double-sided A3. The current printer has quotes £90 to print the new size.

Recommendation: To discuss the request to increase the printing cost to £90.

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.

- i. Butt Close – Nothing new to report
- ii. Orchard Meadow – Nothing new to report
- iii. Puddletown Rec – Nothing new to report

2. Defibrillators

- i. Puddletown Library – Nothing new to report
- ii. Martyrs Inns – Tolpuddle – Nothing new to report

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.

Action Log

Action Number (	Who is Actioned?	Title	Details	Status	Complete
0626-20 a2	Clerk	Monthly Payment	Clerk to process payments	10-06-26 Processed	Complete
0626-21 a1	Clerk	White Hill Junction	Clerk to write a joint letter from the Parish Council and Cllr Parker to Dorset Council raising concerns about the White Hill Junction works. Noting both the Parish Council and Cllr Parker support the project however have wider concerns, such as a lack of signage, a lack of sight line when crossing the road, and a lack of a safe route to walk.	10-06-26 draft letter sent to Cllr Parker, 11-06-26 Approved by Cllr parker, letter sent to DC	Complete
0626-22	Clerk	Policies	To adopt the policies as submitted with one amendment to the Allowance Expenses and Reimbursement Policy. Under 'Use you own Car', remove bullet point 'holding comprehensive motor insurance that provides for business use.' And replace with 'The vehicle owner is responsible for ensuring that their motor insurance permits business use when the vehicle is used for Parish Council business.' Clerk to update policy and publish accordingly.	11-06-26 Changed and uploaded	Complete
0626-23	Clerk	Planning	Clerk to submit comment as approved	10-06-26 Complete	Complete
0626-24	Clerk	Print A3 Plans	Clerk to print A3 map of Tolpuddle and Puddletown for Working Group.		Complete
0626-26	Clerk	Meeting Venue	Clerk to investigate moving the Tolpuddle meeting venue to the Tolpuddle Old Chapel.	11-06-26 Email sent to booking secretary to find out availability	On-Going
0626-27	Clerk & Cllr Brown	Community Engagement	Clerk to investigate Cllr Brown and Clerk attending local groups to discuss the work of the Parish Council and to encourage people to stand as Councillors but also be engaged with the work that we do.	11-06-26 email sent to Cllr's asking for Community group info and attendance info	On-Going
0426-152 c	Clerk	Phone Line	Clerk to enter into an agreement with Vodafone for a mobile phone with unlimited data, text and calls.	17-04-26 Email sent to Vodafone to start process 22-05-26 Chase email sent To Vodafone 04-06-26 Chase email to Vodafone	On-going
0326-142 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 10-03-26 Add to April Agenda 10-03-26 Clerk to add Action Plan to April meeting	On-going
0326-143	Clerk	Verge Cutting	Clerk to obtain a quote for verge cutting between Tolpuddle and Puddletown.	12-03-26 Email sent to 2 contractors 06-05-26 Due to personal changes within DC, chase email sent today. 22-05-26 Chase email sent again 11-06-26 Chase email sent again.	On-going

0426-152 e2 0326-144	Clerk	40mps Speed Change request	Clerk to contact Dorst Council Road safety team to make initial enquiries about making the road between Tolpuddle and Puddletown 40mph along the length. Email to be copied to Cllr Parker.	12-03-26 Email sent to DC asking for initial investigation help 17-03-26 Email received "thank you for your email. I have forwarded this one to our Road Safety inbox, where one of my colleagues will pick it up. They will be better placed to respond to all the issues you are raising." 25-03-26 Email received "I can see you've probably already read this link - Our approach to setting speed limits - Dorset Council. I can see we do have some limited speed/flow data on this stretch of road which was obtained in 2018 and 2022. If you do decide to formally request a reduction it maybe that additional surveys would be required to complete the analysis against the other criteria." 26-03-26 Email sent asking for costs 26-03-26 received "from 1st April our surveys costs will be £310+VAT for the first site, then £210+VAT for any other surveys monitored at the same time in the same area." 14-04-26 Clerk to confirm speed survey requested with DC. 17-04-26 Email sent to DC	On-going
0226-128	Clerk	Structural Engineers Report	Clerk to organise for a structural engineer's report in respect of the first-floor usage. Clerk to organise for the landlord's inspection to be carried out, and once both reports are received to add to the following agenda for discussion in connection with the lease.	18-02-26 2 Contractors contacted	On-going
0226-129	Clerk	Climate & Emergency	The Clerk is to look to incorporate acknowledgement of the DC Climate and Emergency status across all policies.		On-going
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
1125-86 k3	Clerk	Shed Clearance	Clerk to clear shed once safe access possible.	Key to be retrieved 10-03-26 Key given to Caretaker to enable clearance	Complete

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
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 back. 09-6-26 CCTV installed inside only	Complete