Colehill Town Council
Mrs Zoe Caddy, Clerk to the Council
17 Four Wells Road, Colehill, Dorset, BH21 7BA
Telephone: 01202 880049
email: clerk@colehill.gov.uk
www.colehill.gov.uk

30th September 2026

Dear Member

You are summoned to attend a Meeting of **Colehill Town Council** which will be held at **Colehill & Wimborne Youth & Community Centre** on **Tuesday 6th October 2026** at **7pm.**

Yours faithfully

Zoe Caddy

Clerk

A G E N D A

1. **Apologies for Absence**
   To receive apologies for absence.

2. **Declarations of Interest**
   To receive declarations of any disclosable interests from Members in respect of the following items.

3. **Public Discussion Period**
   Members of the public will have an opportunity to raise questions and make representations

4. **Chair's Remarks**

5. **Minutes**
   To confirm the Minutes of the Council Meeting held on 14th July 2026 (Council Minutes)

6. **Any questions arising from Minutes of 14th July 2026**

7. **Dorset Councillor Report**
   To receive a report from any Dorset Councillor present.

8. **Committee Minutes**
   To receive the minutes of the following Committee:
   Highways Plans & The Environment Committee 3rd August 2026 (HPE Minutes)
   Finance & General Purposes Committee 25th August 2026 (FGP Minutes)
   Highways Plans & The Environment Committee 25th August 2026 (HPE Minutes)
   Finance & General Purposes Committee 1st September 2026 (FGP Minutes)
   Highways Plans & the Environment Committee 22nd September (HPE Minutes)

9. **Policy and Governance Documents Review and new HR Committee Formation**
   Following circulation/review to/by the Governance Working Group on 28th August 2026, it is recommended to review and to resolve to and adopt the following:

- Health & Safety Policy – just our name change
- Community Engagement Policy – just our name change
- Expenses Policy – our name change and a new mileage rate of 55p, backdated to 6th April

- Community Emergency Response Plan, drafted by the Emergency Resilience Working Group to help us react to any community emergency that may occur.

Council are asked to:

- Approve the CERP
- Approve the TOR for an Emergency Response Team, included as appendix A of the CERP
- Appoint members to the ERT
- Disband the Emergency Resilience Working Group

To establish a new HR Committee to oversee our responsibilities as an employer.
Council are asked to:

- Approve the TOR for the HR Committee
- Appoint 3 members to the HR Committee, including the Council Chair
- Approve the revised Disciplinary Policy and Procedure
- Approve the revised Grievance Policy and Procedure

See the attached Briefing Notes to Council which highlight key points relating to this new Committee.
The Clerk to schedule two meetings each year.

10. Planning Applications

To consider and comment upon the Planning Applications listed on the Council's planning webpage where the commenting period is still open and discussion is requested by any Councillor or by any Colehill resident attending the meeting.

11. Exercise Equipment

To note the completion of the installation of the exercise equipment in Oliver's Park field and the positive reception from residents. To agree to settle the account and receive a recommendation from the Clerk/RFO that this funding come from CIL receipts.

12. BDO External Audit

To receive the external auditors report and certificate, resolve how long the certificate and Notice of Conclusion of Audit is displayed on the Co-op noticeboard (it has been displayed since 22nd September 2026) and to note it will be displayed on the website indefinitely.

13. Dorset Council Local Plan Scoping Consultation 2026

To resolve to delegate authority to the Clerk/Proper Officer to submit a response within the designated deadline and taking recommendation from the Local Plan Working Group

14. Tree Inspections

To resolve which tree inspections to have carried out from the following (a reminder that the adopted woodland risk assessment requires a professional inspection at least every three years):

- Churchmoor Copse: £1,321.32 (last carried out 19/11/25)
- Merrifield Corner & Coombes Wood (combined): £1,152.22 (last carried out 20/02/23)
- Triangle Wood: £1,525.81 (last carried out 11/11/25)
- Kyrchil Corner: £699.98 (last carried out 13/10/23)
- Resistograph test and report: £330.00

15. Accounts for Payment

To approve the accounts list.

16. *Exclusion of Press and Public*

To propose, second and agree that in view of the nature of the business to be transacted it is likely that if a member of the public were present during the following item there would be a disclosure of 'confidential information' involving staff and they therefore be excluded from the meeting in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960.

17. Appointment of new Assistant Clerk

To receive a recommendation from the designated Staffing Interview Panel on appointment into the vacancy and to resolve any associated matters including remuneration and any potential Clerk overtime whilst the position is vacant.

18. Items for Information and Close of Meeting