

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE AND ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **9 January 2024** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Councillor R Griffin (in the Chair)
Councillor M Pryor (Vice-Chair)
Councillor R Burns
Councillor S McKell
Councillor W T Pipe
Councillor Mrs D White

Also in attendance: Mrs K Cane, Town Clerk
Mrs K Osborne, Deputy Town Clerk

328/23 PUBLIC PARTICIPATION

No members of the public were present.

329/23 DECLARATIONS OF INTEREST

No interests were declared.

330/23 APOLOGIES

All members present and no apologies.

331/23 CLERKS REPORT

There was no Clerks Report to consider.

332/23 CORRESPONDENCE

None

333/23 TO CONSIDER PROCUREMENT OF SPECIALIST COMMUNICATIONS SERVICES FOR EITHER A SINGLE CAMPAIGN OR ANNUAL SERVICE

Members considered two quotations from a specialist communications organisation to provide support to the Town Council with its communications and marketing, specifically around the budget and precept for 2024/25.

It was **PROPOSED**, **SECONDED** and **RESOLVED** not to procure such services and to deliver an in-house campaign.

334/23 TO APPROVE A TOWN COUNCIL STATEMENT ON 2024/25 SPENDING AND PRECEPT INCREASE

To ensure that the 2024/25 budget and precept is effectively and clearly communicated to the public in a positive manner, a draft public statement was considered by members. A number of suggestions to improve the statement were put forward.

It was **PROPOSED, SECONDED** and **RECOMMENDED** to amend the statement, as per the suggestions put forward, and present a re-draft to the Town Council meeting for formal approval.

335/23 TO APPROVE THE APPOINTMENT OF MICROSHADE VSM FOR INTERNAL AUDIT PROVISION FOR 2024/25

It was **PROPOSED, SECONDED** and **RECOMMENDED** to appoint Microshade VSM as the Council's Internal Auditor for 2024/25.

336/23 TO RECEIVE THE INTERNAL AUDIT REVIEW FOR 2023/24 AND AUDIT SERVICE PLAN FOR 2024/25

In preparation for the internal audit of the 2023/24 accounts which will take place from April, a review of the effectiveness of the Council's system of internal control has been undertaken and members were advised to adopt the proposed arrangements for the 2023/24 audit.

It was **PROPOSED, SECONDED** and **RECOMMENDED** to approve the Internal Audit Review for 2023/24 and Audit Service Plan for 2024/25

337/23 TO RECEIVE THE FINANCIAL SUMMARY OF ACCOUNTS

Members were informed that, in accordance with the Council's adopted Financial Regulations, emergency spending powers have had to be enforced to instruct a specialist water pipe service to rectify a water leak at the Recreation Ground. This is following an investigation by Wessex Water who has established that the leak is within the boundary of the Recreation Ground and is thus the Council's responsibility to repair.

The latest financial report was noted.

338/23 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. Members were reminded to inform the Town Clerk of any known potholes, road markings that need refreshing and dropped kerbs requirements by 17 January so that they can be added to the data capture sheet for the Environment Committee to review at its next meeting on 23 January.
2. Members were informed that the county's Community Resilience Liaison Officer has met with the Town Clerk and Deputy Clerk to explain their role and how they can assist the Council with drawing up a Community Resilience Plan. She has

agreed to attend the ENPLAN Committee meeting on 27 February.

There being no further business, the Chair closed the meeting at 7.45pm.

Chair.....

Date.....