

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A virtual meeting of the **FINANCE & ADMINISTRATION Committee** was held on **TUESDAY 6 APRIL 2021** and commenced at 7.00 p.m.

PRESENT: Councillor Mrs M Pryor in the Chair
Councillor J R Burns
Councillor M Chase

Also in attendance: Mrs K Cane, Town Clerk
Mrs B Lake, Office Manager

179/20 TO APPROVE APOLOGIES FOR ABSENCE:
Councillor F H Drane (personal)

180/20 DECLARATIONS OF INTEREST: None.

181/20 CLERKS REPORT:

- a. **Minute 205/17 Update on the Grove and the Turbary Lease.**
Cllr Burns gave an update on the progress of the lease. A number of queries have been raised by the Turbary Trustees when reviewing the CIO constitution and a copy of the document has been sent to the Solicitor for his opinion. Cllr Chase advised of someone interested in serving on the Trust as a non-council member, however as the individual has undertaken work for the Town Council it will be ascertained whether this is a conflict of interest.
- b. **Minute 178/18 Strategic Vision for the Town.** These will require to be updated by each committee over the coming months. See Minute 185/20.
- c. **Minute 57/19 Staffing.** See Minute 183/20.

182/20 CORRESPONDENCE:
None.

183/20 TO RECEIVE UPDATE ON STAFFING MATTERS:

The Assistant Groundsman left at the end of February 2021 and the Groundsman was due to retire in April, however has informally agreed to work full-time until September 2021 and then continue on a part-time basis. A discussion took place on replacing the Assistant Groundsman and this will be put in hand. It was also suggested that some of the work could be outsourced and this will be investigated. The Help Centre will re-open to the public on Mondays and Tuesdays commencing 12 April 2021, and the office will be manned 5 days a week.

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184/20 TO RECEIVE UPDATE ON FINANCIAL MATTERS RELATING TO UPTON TOGETHER:

The committee were advised that there is currently £3571.09 in the Upton Together bank account.

185/20 TO REVIEW THE F&A STRATEGY:

Frampton Terrace

The Groundsman continues to tidy the Town Council owned plots. Enquiries are being made as to whether the plots can be fenced off. It was agreed to continue to rent out Plot 23, and not to sell any of the plots.

Management Committee for Moorland Parade

This has been put on hold until after the pandemic.

Upton Court

There has been no success with this issue and it was suggested to get the Dorset Councillors involved. It was felt a site meeting would be useful and the Highways Manager will be contacted to ascertain the current situation with site meetings.

186/20 TO RECEIVE UPDATE ON COUNCIL POLICIES:

The Council policies are in the process of being updated and a Staff Handbook is being produced.

187/20 TO RECEIVE THE FINANCIAL SUMMARY OF ACCOUNTS:

A financial summary of accounts was reviewed by the Committee.

188/20 ITEMS OF REPORT AND MATTERS OF FUTURE AGENDAS:

- a) An item to Assess the financial assets and which projects should take priority will be included on the agenda of the next F&A meeting.
- b) It was agreed that the annual Town Council meeting should be held virtually on Tuesday 4 May 2021, as after 7 May meetings have to be held in person.
- c) The issue of expanding the scheme of delegating powers to the Clerk was raised and this will be included as an item on the agenda of the next full Council meeting.
- d) Ways to attract new Councillors was discussed.
- e) It was suggested that the Community Cohesion initiative should be resurrected.

There being no further business the Chairman closed the meeting at 8.40 pm

Chairman.....

Date.....

