

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the FINANCE & ADMINISTRATION Committee was held on TUESDAY 24th AUGUST 2021 which commenced at 7.00 p.m.

PRESENT: Cllr Mrs M Pryor in the Chair
Cllr Mr M Chase
Cllr Mr F H Drane
Cllr R Burns

Also in attendance: Mrs K Cane, Town Clerk
Cllr W T Pipe

53/21 TO RECEIVE DECLARATIONS OF INTEREST AND APPROVE APOLOGIES FOR ABSENCE:

None.

54/21 CLERKS REPORT:

Cllr Burns updated the group with the latest from the Turbary Trust. The comments that the Trust members were all of the opinion that it was not for the trust to pay their legal bills were noted. The Clerk has been tasked to request from the Chair of the Trust what he anticipates the legal bill on their side for the lease element will be, and then to report this back to members. Town Council members have asked the Clerk to advise the TT of their current expenditure on setting up the CIO and preparation of the lease.

It was further reported that the Charity Commission have provided an expeditious response to the CIO application and confirm the proposal is valid. There are a couple of technical issues which have been raised and Cllr Burn will update the application to reflect these changes. Cllr Pipe has offered to support Cllr Burns with the obtaining of trustee signatures.

Cllr Pipe left the meeting at this point (7.23 pm)

55/21 CORRESPONDENCE:

None.

56/21 TO DISCUSS STAFFING MATTERS:

See Confidential Minute Book

57/21 TO RECEIVE OVERVIEW ON COUNCIL PROJECTS AND TO ESTABLISH A PRIORITY LIST:

Members reviewed the updated Forward Plan documents for each committee and agreed to meet separately to review these, and to set a priority list.

58/21 TO REVIEW TOWN COUNCIL ASSETS:

Members took the asset register away to review.

59/21 TO RECEIVE A DRAFT COPY OF THE TOWN COUNCIL STAFF HANDBOOK FOR APPROVAL:

Members were appraised of the draft handbook for staff.

60/21 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS:

A financial summary of accounts was reviewed by the Committee.

61/21 ITEMS OF REPORTS AND MATTERS FOR FUTURE AGENDAS:

1. The Clerk raised the urgent matter of a Cemetery Inspection, as having visited the site today, reported observing a number of issues which are contra to the regulations. Cllr Mrs Pryor agreed to organise an urgent cemetery inspection.
2. The Clerk raised the issue of the issues relating to drainage in the New Cemetery and the redesign of the central area in the Old Cemetery. She reported that DC's opinion was to install a further drain in the area beyond the Oak tree to the right, by the wooden fencing, in line with the 2010 CDS report. A quote will be obtained from BCP for this. The Clerk then reported that the DC landscape designer (who had committed to work on the central area in the Old Cemetery) had left. The Clerk drew member's attention once again to the services offered by CDS, and their quotation from February 2021, and enquired as to whether this option should now be followed. Members felt it was not appropriate at this juncture, and that all efforts had, and continue to be made to improve this site.

61/21 ITEMS OF REPORTS AND MATTERS FOR FUTURE AGENDAS: (Cont)

3. Cllr Chase/Mrs Pryor raised the issue of lack of councillors, and suggested a possible candidate, who has been very supportive around Environmental issues. It was suggested that they approach this person to see if they a) would consider joining the council or b) work with the council in an advisory capacity. The Clerk reported that the previously agreed publicity asking for either councillors and/or project/area specific advisors from the community had yielded no responses.
4. Cllr Chase requested that the DC Ranger Service be contacted to clear the ditch on the unadopted right of way leading to 124 Dorchester Road.

There being no further business, the Chairman closed the meeting at 9:25p.m.

Chairman.....

Date.....