

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION COMMITTEE** was held on **TUESDAY 7 March 2023** which commenced at 7.00pm.

**PRESENT:** Councillor Mrs M Pryor (in the Chair)  
Councillor F H Drane  
Councillor J R Burns

**Also in attendance:** Mrs K Cane, Town Clerk  
Mrs K Osborne, Deputy Town Clerk  
Councillor R Griffin

### **332/23 DECLARATIONS OF INTEREST AND APOLOGIES FOR ABSENCE:**

There were no declarations of interest and apologies for absence was received from Cllr Chase (unwell).

### **333/23 CLERKS REPORT:**

None.

### **334/23 CORRESPONDENCE:**

None.

### **335/23 TO APPROVE THE INTERIM CALENDAR OF MEETINGS BETWEEN APRIL AND MAY**

It was **PROPOSED, SECONDED** and **RECOMMENDED** that this be approved. An annual calendar will be included on the May Annual agenda.

### **336/23 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS.**

After review, it was **PROPOSED, SECONDED** and **RECOMMENDED** that the financial summary of accounts be accepted.

### **337/23 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:**

A detailed and lengthy discussion was held on the diminishing lease for the Recreation Ground and the progress of the CIO. Some concerns were raised as to whether the new model proposed was still the most appropriate, and a report will be prepared for Town Council giving a detailed update.

**At this juncture a vote was taken to resolve to exclude the Press and Public, under the Public Bodies (Admission to Meetings) Act 1960 as the nature of the business to be transacted was related to staffing, and this minute will be recorded as confidential.**

### **338/23 TO RECEIVE A STAFFING UPDATE**

Members received a staffing update report. They concurred with the report content and expressed their satisfaction that after a period of instability, the Council now had an experienced and dedicated team which was future fit.

At this juncture, the Town Clerk and Deputy Town Clerk left the meeting to give members an opportunity to review the Administration staff salaries.

On their return, it was **PROPOSED, SECONDED** and **RECOMMENDED:**

1. To increase Administrative staff salaries by one spinal column point with effect from 1 April 2023 as follows:

This is in recognition of their hard work, dedication and resilience during what has been a particularly difficult period and the amount of effort dedicated into recruiting a quality team and event management.

2. Subject to review after the completion of a successful six month probation, members of the Outside Operations Team to have a one spinal column point increase.

**There being no further business, the Chair closed the meeting at 8.50 pm.**

**Chair.....**

**Date.....**