

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION COMMITTEE** was held on **TUESDAY 6 JUNE 2023** which commenced at 7.00pm.

PRESENT: Councillor R Griffin (in the chair)
Councillor M Pryor
Councillor R Burns

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

49/23 PUBLIC PARTICIPATION

No members of the public were present.

50/23 DECLARATIONS OF INTEREST AND APOLOGIES FOR ABSENCE:

There were no declarations of interest and apologies for absence from Councillor S McKell (personal), Councillor B Pipe (personal)

51/23 TO ELECT A VICE-CHAIR OF FINANCE & ADMINISTRATION

Nominations for the position of Vice-Chair were called. Cllr B Pipe, who was absent from the meeting, had requested his name be put forward. Cllr M Pryor was also nominated.

It was **PROPOSED, SECONDED** and **RESOLVED** that Cllr M Pryor be appointed to this role.

52/23 CLERKS REPORT:

None

53/23 CORRESPONDENCE:

None

54/23 TO NOTE THE CONTENTS OF THE TERMS OF REFERENCE FOR FINANCE & ADMINISTRATION AND REVIEW THE TERMS OF REFERENCE FOR AMENITIES:

It was noted that the committee's terms of reference states a membership of 6 councillors however the current membership is 5. This was due to Cllr B Pipe standing in the role of Chair and the Dorset Council member.

It was **PROPOSED, SECONDED** and **RECOMMENDED** that the terms of reference of all committees be amended to state membership of "up to" the number of members agreed to sit on each committee.

Following the review of its terms of reference, the Amenities Committee have recommended that sections 1.9 and 1.10 were better placed with the Finance & Administration Committee.

These sections read:

- 1.9 Acquisition of office equipment and assets as required enabling the staff to carry out

their duties.

1.10 To maintain and insure the Council's vehicles.

It was **PROPOSED, SECONDED** and **RECOMMENDED** that sections 1.9 and 1.10 of the Amenities Committee terms of reference be removed and added to the Finance & Administration Committee.

55/23 TO RECEIVE THE INTERNAL AUDITORS REPORT YEAR TO 31 MARCH 2023, ANNUAL GOVERNANCE STATEMENT 22/23 AND ACCOUNTING STATEMENT 22/23:

The Internal Auditors Report and the comments therein were considered and noted. There was discussion around the recommendation to have a policy to direct the investment of the Council's money held in general reserves. Advice would be sought from DAPTC.

It was **PROPOSED, SECONDED** and **RECOMMENDED** that the Annual Governance Statement 22/23 and Accounting Statement 22/23 be approved by the Town Council.

56/23 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

The finance report was noted.

57/23 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. It was reported that a letter of complaint had been received relating to the conduct of the Amenities Committee meeting held on 4 April 2023. The Council's Complaints Policy will be followed when responding to the complaint.
2. Cllr Griffin advised that he had received a complaint from a resident of Royale Heights noting concern around the next phase in the development of the housing scheme and potential environmental degradation. Cllr Griffin invited the resident to attend a future Town Council meeting to raise his concerns but advised that there was no guarantee the Council could assist.
3. The Town Clerk advised that a response had been received from the owner of the land opposite the entrance to the cemetery following the Town Council's approach about their willingness to sell the land. The land owner has invited the Council to put forward a purchase figure and therefore the Council would need to obtain an independent valuation. It was agreed that there should be an item on the next Amenities Committee meeting to consider a strategy for the cemetery in terms of use of the available land within the grounds and its potential expansion.
4. The Town Clerk reported that the entrance to Moorland Way which provides access to the Council car park is deteriorating rapidly and has a very large pot hole. Although this is a shared responsibility for all the freeholders of the parade's properties, it would be prudent for the Council to obtain 3 quotations to resurface from the pavement to the tree line. The Committee agreed that 3 quotations should be obtained.

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.

58/23 TO CONSIDER STAFFING MATTERS

It was **PROPOSED, SECONDED** and **APPROVED** to accept the recommendations in the report.

There being no further business, the Chair closed the meeting at 8.25pm.

Chair.....

Date.....