

## **LYTCHETT MINSTER & UPTON TOWN COUNCIL**

Minutes of the **FINANCE AND ADMINISTRATION COMMITTEE** meeting held on **TUESDAY the 24 October 2023** in the Council Chamber, 1 Moorland Parade, Moorland Way at 7.00 p.m.

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

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

### **212/23 PUBLIC PARTICIPATION**

No members of the public were present.

### **213/23 DECLARATIONS OF INTEREST**

Cllr R Griffin declared a personal and prejudicial interest with reference to the Upton In Bloom grant application to be considered under agenda item 6 / minute no 217/23 as a committee member of Upton In Bloom.

Cllr S McKell declared a personal and prejudicial interest with reference to the Upton In Bloom grant application to be considered under agenda item 6 / minute no 217/23 as an associate member of Upton In Bloom.

### **214/23 APOLOGIES**

Apologies were received from Cllr D White (holiday).

### **215/23 CLERKS REPORT**

There was no Clerks Report to consider.

### **216/23 CORRESPONDENCE**

The Clerk reported that an invoice from the Turbary Allotment Trust had been received for the 75% contribution to the legal costs accrued so far for the lease preparation. It was agreed that this should not be paid until the lease is finalised.

### **217/23 TO CONSIDER GRANT APPLICATIONS FOR 2024-2025**

Grant aid applications were received from CAB, Upton Infant School, Upton in Bloom, Purbeck Film Festival and Upton Methodist Church.

As part of the consideration process, Cllrs Griffin and McKell left the meeting when the Upton In Bloom application was considered and agreed as per their interest declared earlier on in the meeting.

It was proposed and seconded and **RECOMMENDED** that the amount of **£4,100** be awarded as follows:

CAB £2000.00

Upton Infant School: £1000.00 (ringfenced for the sensory garden)

Upton In Bloom £800.00

Purbeck Film Festival: £0.00

Upton Methodist Church £300 (for defibrillator to be positioned externally so accessible to all public).

## **218/23 TO CONSIDER BUDGETS FOR 2024/25**

Members considered the draft budget figures for the next financial year.

It was **PROPOSED, SECONDED** and **RECOMMENDED** to accept this draft budget, as per the amendments and subject to the auditor's advice reference election costs. As part of this draft budget recommendation an item will be added to the Town Council agenda in November 2023 'To consider staffing matters'.

## **219/23 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS**

The latest financial report was noted.

## **220/23 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS**

1. An update was provided on the arrangement for this year's Remembrance Parade on Sunday 12 November.

**There being no further business, the Chair closed the meeting at 8.20pm.**

Chair.....

Date.....

DRAFT