

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **3 September 2024** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Councillor R Griffin (in the Chair)
Cllr M Pryor
Cllr J R Burns
Cllr D White

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

174/24 PUBLIC PARTICIPATION

There were no members of the public present.

175/24 DECLARATIONS OF INTEREST

There were no declarations of interest received.

176/24 APOLOGIES

Apologies were received from Councillors McKell and Robinson (non-business).

Councillors Pipe was absent without apologies.

177/24 CLERKS REPORT

There was no clerk's report.

178/24 CORRESPONDENCE

None

179/24 TO ELECT A VICE-CHAIR OF FINANCE AND ADMINISTRATION.

It was **PROPOSED**, **SECONDED** and **APPROVED UNANIMOUSLY** that Cllr White be elected as Vice-Chair of the Finance & Administration Committee.

180/24 TO CONSIDER A PROPOSAL TO PROCURE PERSONAL SAFETY ALARMS FOR STAFF

Members received a detailed proposal with specification and costing to equip staff with personal safety devices. These would significantly reduce the risks around lone working and support staff safety and well being.

It was **PROPOSED**, **SECONDED** and **APPROVED** to continue to procure personal safety devices for staff through PeopleSafe with a contract length of 3 years.

181/24 TO RECEIVE QUOTATIONS FOR THE INSTALLATION OF SOLAR PANELS AT THE TOWN COUNCIL OFFICE, MOORLAND PARADE

Members considered 2 quotations for the installation of solar panels on the Town Council office. One was received from a contractor through the Dorset Council Procurement Framework which negates the obligation to retrieve 3 quotations as per the adopted Financial Regulations. The second quotation was from an independent contractor outside of the framework.

It was **PROPOSED, SECONDED** and **RECOMMENDED** to seek 2 further quotations from independent contractors.

182/24 TO RECEIVE UPDATE ON MANAGED FUNDS

Members received a noted the current funding position with the Town Council’s financial accounts following restructuring of its accounts.

183/24 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS

The bank reconciliations for May - Jul 24 were received and noted.

It was **PROPOSED, SECONDED** and **APPROVED UNANIMOUSLY** for the bank reconciliation for May - July 2024 to be signed by two members of the Committee.

184/24 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

Members noted the contents of the report. It was **PROPOSED, SECONDED** and **RECOMMENDED** it was accepted.

185/24 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. The Town Clerk furnished members with the details regarding a recent issue with a plot at Upton Cemetery. Investigations were being carried out.

186/24 CONSIDER STAFFING MATTERS

Members received a confidential staffing report.

It was **PROPOSED, SECONDED** and **RECOMMENDED** that the staff members noted in the confidential report receive a salary increase. See confidential report for details.

There being no further business, the Chair closed the meeting at 7.45 pm.

Chair.....

Date.....

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