

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **25 November 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.00 p.m.

**PRESENT:** Cllr R Griffin (in the Chair)  
Cllr D White (Vice-Chair)  
Cllr S McKell  
Cllr M Pryor  
Cllr C Squires  
Cllr W T Pipe  
Cllr S Robinson

**Also in attendance:** Mrs K Osborne, Acting Town Clerk

### 317/25 PUBLIC PARTICIPATION

There were no members of the public present.

### 318/25 DECLARATIONS OF INTEREST

There were no declarations of interest received.

### 319/25 APOLOGIES

No apologies.

### 320/25 CLERK'S REPORT

Members received the following report:

**a. Minute 184/25 To Receive Quotes For Replacing The Sign Above The Town Council Office On Moorland Parade**

The new sign has now been installed.

**b. Minute 185/25 To Receive A Report On Dorset Council's Draft Local Plan**

The Council's response has now been submitted. Dorset Council received over 10,000 responses across both the Local Plan and Transport Plan consultations. Dorset Council is now reviewing all feedback to help shape the final versions of both plans. It also thanks residents for their understanding during the technical issues with the online surveys and has stated its commitment to improving future consultations.

The Local Transport Plan will be finished first, with a report on consultation feedback expected early next year. The final plan will be published in spring 2026 and will guide transport across Dorset for the next 15 years.

In mid 2026, a summary of responses to the Local Plan options consultation will be published and the council will continue to prepare the final version of the plan. This will be submitted to the government for independent review. If approved, the Local Plan is expected to be adopted by late 2027.

Early themes emerging from online feedback indicate that the Local Plan drew strong opposition to the government set target of 3,246 homes per year. Meanwhile, the Transport Plan revealed deep concern about the decline of rural bus services and the need for better connectivity.

**c. Minute 186/25 To Receive And Consider Draft Devolution Options In Preparation For Future Devolved Services**

There is still a lack of clarity from Dorset Council on devolved services. This was the theme at the recent DAPTC conference attended by Cllrs Griffin, Evans and Squires, and the Acting Town Clerk. Presentations were received from the Leader of Dorset Council, Cllr Nick Ireland, and the new Chief Executive of Dorset Council, Dr Catherine Howe. Both indicated that Dorset Council will announce in 2026 which services will/could be devolved in 2027. Cllr Griffin has written a detailed response which will be circulated to members in due course.

**D. Minute 187/25 To Consider Draft Job Description, Person And Person Specification For The Appointment Of New Role Of Community Engagement And Events Officer**

See agenda item 12.

**321/25 CORRESPONDENCE**

There was no correspondence to review.

**322/25 TO APPROVE THE ADOPTION OF AN IT POLICY.**

Members considered an IT Policy which outlines how the Council manages the responsible use of technology, protects sensitive data, and ensures compliance with legal standards. This is particularly relevant when the Council is assessed against Assertion 10 of the AGAR.

Members agreed that paragraph 2.2.2 should be amended so that the requirement to use council landlines and mobile phones when making call to external parties should only apply to staff. The requirement for both staff and councillors to use a council email address with a .gov domain should be followed which would mean all councillors should be set up with a council email address and that this must be used at all times for Council business.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to adopt the IT Policy, subject to the agreed amendments relating to paragraph 2.2.2 and to set all councillors up with a council .gov email address.

**323/25 TO APPROVE A REVISED ABSENCE MANAGEMENT POLICY**

Members received an updated Absence Management Policy.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to adopt the revised Absence Management Policy.

### **324/25 TO CONSIDER A SECOND DRAFT BUDGET FOR THE COMMITTEE FOR 2026-27.**

Members reviewed the Committee's draft budget for 26/27. It was agreed to make the following adjustments:

- Moorland Parade (101), Repairs (4025) – reduce from £15,000 to £8,000 (£7,000 reduction)
- Administration (103), Computer Costs (4220) – reduce from £10,000 to £6,000 (£4,000 saving).
- The Grove (105), Improvements (4022) – reduce from £30,000 to £15,000 (£15,000 reduction)

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve a second draft of the Finance & Administration budget for 26/27, as attached at Appendix 1, which supports a £26,000 saving from draft 1.

### **325/25 TO RECEIVE AND APPROVE BANK RECONCILIATIONS UP TO 31 OCTOBER 2025 TO BE SIGNED BY CHAIR AND VICE-CHAIR AND BALANCE SHEET TO 31 OCTOBER 2025.**

The Bank reconciliations and Balance sheet to 31 October 2025 were reviewed, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve these and were signed by the Chair and Vice-Chair.

### **326/25 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS**

The financial summary of accounts was reviewed and noted.

### **327/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS**

1. To arrange a Highways meeting for January 2026.
2. A letter has been sent to the Pet Health Partnership regarding its proposals to reduce the width to the entrance to the top of Moorland Parade to prevent heavy good vehicles from accessing the parade. The Council is not in support of the proposal.
3. Members were advised that the Upton in Bloom School Poetry Competition was taking place on 4 December.

**327/25 Due to the nature of the following business to be transacted under the next agenda item (agenda item 4), the Committee RESOLVED to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.**

### **328/25 TO RECEIVE A RECOMMENDATION TO APPOINT TO THE COMMUNITY PROJECTS & SUPPORT OFFICER ROLE.**

Members received a confidential report outlining recommendations to appoint to the above role following recent interviews.

It was **PROPOSED, SECONDED** and **APPROVED** unanimously to;

1. Appoint to the role under the terms and conditions detailed in the report with a starting salary of SCP 11.

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

Chair.....

Date.....

## Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b>Finance</b>									
1076	Precept	428,227	428,227	481,125	481,125	0	0	0	0	0
1081	CIL Payments Received	0	0	0	913	0	0	0	0	0
1090	Bank Interest	2,500	15,727	15,000	10,224	0	0	20,000	0	0
1130	Miscellaneous Income	0	27	0	29	0	0	0	0	0
	<b>Total Income</b>	<b>430,727</b>	<b>443,982</b>	<b>496,125</b>	<b>492,291</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
3998	Vehicle Running Costs	4,000	3,358	4,400	1,855	0	0	4,700	0	0
4001	Gas	0	0	0	34	0	0	0	0	0
4380	General Expenditure	7,000	1,385	5,000	2,277	0	0	5,250	0	0
	<b>Overhead Expenditure</b>	<b>11,000</b>	<b>4,743</b>	<b>9,400</b>	<b>4,167</b>	<b>0</b>	<b>0</b>	<b>9,950</b>	<b>0</b>	<b>0</b>
	<b>100 Net Income over Expenditure</b>	<b>419,727</b>	<b>439,239</b>	<b>486,725</b>	<b>488,125</b>	<b>0</b>	<b>0</b>	<b>10,050</b>	<b>0</b>	<b>0</b>
6001	less Transfer To EMR	0	19,364	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>419,727</b>	<b>419,875</b>	<b>486,725</b>	<b>488,125</b>	<b>0</b>		<b>10,050</b>		
<b>101</b>	<b>Moorland Parade</b>									
1102	Rent for 1a Moorland Parade	7,250	8,090	7,975	3,006	0	0	8,374	0	0
1103	Rent 1b for Moorland Parade	2,150	2,257	2,150	0	0	0	0	0	0
	<b>Total Income</b>	<b>9,400</b>	<b>10,348</b>	<b>10,125</b>	<b>3,006</b>	<b>0</b>	<b>0</b>	<b>8,374</b>	<b>0</b>	<b>0</b>
4001	Gas	1,500	1,280	1,350	373	0	0	1,418	0	0
4002	Electric Supply	1,700	733	1,400	541	0	0	1,470	0	0
4005	Telephone/Internet	2,200	2,420	2,420	1,540	0	0	2,541	0	0
4011	Water Supply	525	308	580	292	0	0	615	0	0
4015	Burglar Alarm	510	386	561	360	0	0	589	0	0

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## Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC DraftBudget 26 27 FA review 2 25 Nov 25

		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4020	Window Cleaning	300	145	300	120	0	0	300	0	0
4025	Repairs	5,000	5,169	10,000	9,970	0	0	8,000	0	0
4240	Insurance	0	0	0	4,739	0	0	0	0	0
4380	General Expenditure	1,000	521	1,000	1,475	0	0	2,000	0	0
4402	Refuse Collection	750	712	825	460	0	0	866	0	0
<b>Overhead Expenditure</b>		13,485	11,675	18,436	19,868	0	0	17,799	0	0
<b>Movement to/(from) Gen Reserve</b>		(4,085)	(1,328)	(8,311)	(16,862)	0		(9,425)		
<b>102</b>	<b><u>Staff Costs</u></b>									
4101	Clerk's Gross Salary	47,925	50,336	51,850	32,332	0	0	56,125	0	0
4102	Office Manager Gross Salary	0	183	0	1,189	0	0	19,500	0	0
4103	Clerical Assist. Gross Salary	21,925	21,459	21,532	14,295	0	0	23,144	0	0
4105	Cleaners Salary	1,156	1,190	1,251	856	0	0	1,352	0	0
4106	Deputy Clerk Gross Salary	35,209	38,319	38,922	25,270	0	0	41,956	0	0
4110	Groundsman Gross Wages	35,925	40,283	43,845	27,761	0	0	45,122	0	0
4111	Street Cleansing Operative	16,000	0	16,000	0	0	0	0	0	0
4112	Assistant Groundsman	26,425	30,888	31,969	20,509	0	0	32,892	0	0
4115	Weekend Rec Caretaker	10,000	9,133	14,600	5,776	0	0	10,000	0	0
4117	Grounds Maintenance Services	20,863	20,863	22,376	16,498	0	0	22,780	0	0
4118	Employers NI	13,959	15,373	25,908	12,588	0	0	29,300	0	0
4119	Employers Superann	40,350	41,469	44,598	29,276	0	0	50,205	0	0
4124	Training	2,500	1,045	2,500	24	0	0	2,000	0	0
4130	Expenses - Clerk	0	0	0	4	0	0	0	0	0
4131	Expenses - Clerical Asst.	0	1	0	0	0	0	0	0	0
4156	Chairman's Allowances	780	23	1,000	1,000	0	0	1,250	0	0

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## Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC DraftBudget 26 27 FA review 2 25 Nov 25

		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4380	General Expenditure	0	92	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	273,017	270,657	316,351	187,379	0	0	335,626	0	0
	<b>Movement to/(from) Gen Reserve</b>	(273,017)	(270,657)	(316,351)	(187,379)	0		(335,626)		
<b>103</b>	<b><u>Administration</u></b>									
4005	Telephone/Internet	0	435	0	0	0	0	0	0	0
4201	Stationery	1,100	1,232	1,210	624	0	0	1,000	0	0
4205	Photocopier Rental	400	468	534	266	0	0	1,250	0	0
4210	Fees and Subscriptions	2,400	2,708	3,000	2,694	0	0	3,150	0	0
4215	Annual Assembly Costs	150	260	200	0	0	0	200	0	0
4220	Computer Costs	3,200	7,746	8,000	6,876	0	0	6,000	0	0
4230	Postage and Contingency	250	17	200	0	0	0	200	0	0
4231	Tea, coffee etc	220	142	220	102	0	0	220	0	0
4232	Cleaning Products	200	224	150	39	0	0	150	0	0
4239	Franking Machine	500	0	0	0	0	0	0	0	0
4240	Insurance	4,500	4,573	5,000	0	0	0	5,250	0	0
4250	Audit Fees	2,000	2,585	2,200	-75	0	0	2,310	0	0
4251	Legal Expenses	5,000	4,632	3,500	0	0	0	5,000	0	0
4252	Other Professional Fees	1,500	4,147	4,650	887	0	0	5,000	0	0
4261	Town Plan	1,000	0	1,000	0	0	0	1,000	0	0
4265	Election Costs	500	50	0	0	0	0	0	0	0
4380	General Expenditure	1,000	328	1,000	421	0	0	13,000	0	0
	<b>Overhead Expenditure</b>	23,920	29,548	30,864	11,833	0	0	43,730	0	0
	<b>Movement to/(from) Gen Reserve</b>	(23,920)	(29,548)	(30,864)	(11,833)	0		(43,730)		
<b>104</b>	<b><u>Grants &amp; Donations</u></b>									

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## Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4282	Grant Aid	4,100	4,100	9,070	12,269	0	0	9,150	0	0
	<b>Overhead Expenditure</b>	4,100	4,100	9,070	12,269	0	0	9,150	0	0
	<b>Movement to/(from) Gen Reserve</b>	(4,100)	(4,100)	(9,070)	(12,269)	0		(9,150)		
<b>105</b>	<b>The Grove</b>									
1132	Venue Hire-The Grove	11,400	12,163	12,000	5,448	0	0	12,600	0	0
	<b>Total Income</b>	11,400	12,163	12,000	5,448	0	0	12,600	0	0
4001	Gas	1,500	1,879	1,650	526	0	0	1,733	0	0
4002	Electric Supply	1,750	845	1,900	637	0	0	1,995	0	0
4005	Telephone/Internet	420	395	360	216	0	0	378	0	0
4011	Water Supply	700	1,953	870	364	0	0	914	0	0
4015	Burglar Alarm	0	37	0	105	0	0	500	0	0
4017	Safety Equipment-The Grove	0	10	0	226	0	0	700	0	0
4018	Cleaning-The Grove	500	777	300	1,336	0	0	1,000	0	0
4021	Licences-The Grove	1,000	734	2,000	1,214	0	0	1,500	0	0
4022	Grove Improvements	0	0	15,000	176	0	0	15,000	0	0
4025	Repairs	22,000	18,023	5,000	722	0	0	6,000	0	0
4380	General Expenditure	2,000	97	2,000	595	0	0	2,000	0	0
4401	Maintenance	0	102	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	29,870	24,852	29,080	6,117	0	0	31,720	0	0
	<b>105 Net Income over Expenditure</b>	-18,470	-12,689	-17,080	-669	0	0	-19,120	0	0
6001	less Transfer To EMR	0	4,922	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(18,470)	(17,611)	(17,080)	(669)	0		(19,120)		

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## Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

	<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	451,527	466,493	518,250	500,745	0	0	40,974	0	0
<b>Expenditure</b>	355,392	345,575	413,201	241,633	0	0	447,975	0	0
<b>Net Income over Expenditure</b>	<u>96,135</u>	<u>120,917</u>	<u>105,049</u>	<u>259,112</u>	<u>0</u>	<u>0</u>	<u>-407,001</u>	<u>0</u>	<u>0</u>
less Transfer To EMR	0	24,286	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>96,135</u>	<u>96,631</u>	<u>105,049</u>	<u>259,112</u>	<u>0</u>		<u>(407,001)</u>		