

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY the 3 March 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Cllr R Griffin (in the Chair)
Cllr S McKell
Cllr M Pryor
Cllr C Squires
Cllr W T Pipe

Also in attendance: Mrs K Osborne, Acting Town Clerk
Mrs S Samways, Admin Officer

450/25 PUBLIC PARTICIPATION

Two members of the public attended to present on issues at Frampton Terrace, Poole Road asking the Town Council to repair a section of the unmade track damaged by vehicles.

451/25 DECLARATIONS OF INTEREST

There were no declarations of interest received.

452/25 APOLOGIES

Cllr S Robinson – (non-business)
Cllr D White – (non-business)

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to accept the apologies.

453/25 CORRESPONDENCE

There was no correspondence to review.

454/25 TO RECEIVE A REPORT RELATING TO COUNCIL OWNED LANE AT FRAMPTON TERRACE, POOLE ROAD:

Following the residents reports regarding damage to the unmade track in front of Frampton Terrace, members discussed the land ownership.

After discussion it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to:

- i) Seek legal confirmation of the extent of the Town Council land ownership re: 2016 purchase of the garden plot fronting 31 Poole Road.
- ii) Seek clarification of the original conveyance when the land was transferred from the Lees Estate to build the properties re: maintenance/use of the lane fronting the properties.
- iii) Arrange a site meeting with Cllr Griffin, the Acting Town Clerk, LMUTC Outside Operations Team plus affected residents to clarify all positions, legal obligations and repair options. A mutually agreeable date to be set with the residents.
- iv) Following confirmation of ownership, LMUTC Outside Operations would inspect and make a temporary repair (on safety grounds) to the damaged section of lane in front of number 31 Poole Road. Costs and proposals for further permanent repairs could then be sought.

455/25 TO CONSIDER A REVIEW OF THE COUNCILS GOVERNANCE ARRANGEMENTS:

Members considered the current Scheme of Delegation and Terms of Reference for the Council and all Committees produced in 2022 and agreed that the document would benefit from a full review to ensure that they are fit for purpose.

It was PROPOSED, SECONDED and RESOLVED unanimously that proposals would be presented at the next Committee meeting outlining the terms of reference for the and timescales.

456/25 TO RECEIVE THE FIRE RISK ASSESSMENT REPORT FOR 1, 1A 1B MOORLAND PARADE AND THE GROVE/PAVILION:

Members received the independent fire risk assessment reports for the properties. Both reports concluded a 'Tolerable' risk rating. The recommendations in the reports were noted. The Acting Town Clerk and Outside Operations Manager would proceed in carrying out the recommended actions.

457/25 TO RECEIVE AND SIGN THE BANK RECONCILIATIONS UP TO 31 January 2026, AS APPROVED BY THE TOWN COUNCIL:

These were received by the committee, and signed by Cllrs Griffin and McKell.

458/25 TO RECEIVE THE FINANCIAL SUMMARY OF ACCOUNTS INCLUDING BALANCE SHEET:

The financial summary of accounts was reviewed and noted.

459/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. Cllrs Griffin and McKell attended the Wyatt Homes Frenches Green Phase II development event at Upton House. Cllr Griffin felt a number of the towns attractions were not mentioned in the brochure, he has raised this with the company.
2. Cllr Griffin advised Members that the Turbary Trust had approached the Town Council to assess interest for purchasing Upton Recreation Ground. This will be taken to Town Council for full consideration and a valuation report.
3. Cllr Griffin advised members the LMUTC STEM bursary for students at Lytchett Minster School will be launched at the sixth form assembly on Thursday 5 March; additional funding makes this sustainable for 3 years. Cllr Griffin was congratulated on his work establishing this scheme. Any suggestions for further funding sources were welcomed. Once successful students have been selected the press will be contacted.
4. Cllr Griffin advised he, with the Acting Town Clerk and the Community Projects & Support Officer will be meeting with Lytchett Matravers to investigate sharing youth provision with them.

460/25 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.

461/25 TO RECEIVE A CONFIDENTIAL STAFFING UPDATE

Members received and noted the confidential staffing update.

There being no further business, the Chair closed the meeting at 7.55pm.

Chair.....

Date.....

