

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION** Committee was held on **TUESDAY 3 APRIL 2018** and commenced at 7.30 p.m.

PRESENT: Councillor Mrs J Richards in the Chair
Councillor J C Small
Councillor P F Johns
Councillor F H Drane
Councillor R Griffin
Councillor R Burns
Councillor M Chase

Also in attendance: Mrs K Wright, Town Clerk
Mrs B Lake, Office Manager

360/17 APOLOGIES: Cllr Mrs M Pryor (unwell)

361/17 DECLARATIONS OF INTEREST:
None.

362/17 TO APPOINT CLLR MARTYN CHASE TO FINANCE AND ADMINISTRATION:
It was proposed, seconded and
RECOMMENDED that Cllr Chase be appointed to the F&A committee.

363/17 CLERK'S REPORT:

- a. **Minute 205/17 Update on the Grove and the Turbary Lease.** The lease will be discussed at the Recreation Ground Trust meeting to be held on Friday 13 April 2018. The CCTV is operational at the Grove and two of the changing room doors are to be replaced. More and more enquiries are being received regarding the use of the facilities, such as tennis club, rugby training, after school activities and social events. It was suggested that the hours when the Recreation Ground is booked should be publicised in order that the general public can see when the area is free for their use. Arrangements for the resurfacing of the car park are ongoing.

364/17CORRESPONDENCE:
None.

365/17 TO REVIEW THE COMMUNICATION ENGAGEMENT STRATEGY:
After consideration it was proposed, seconded and
RECOMMENDED that this be accepted subject to some amendments.

366/17 TO CONSIDER QUOTATION FOR GENERAL DATA PROTECTION REGULATIONS SERVICES:
Further quotations are awaited and it was agreed that when this are received the Mayor and the Clerk will make a decision which to accept up to a maximum of £1000.

367/17 TO APPROVE THE ANNUAL NEWSLETTER:
It was proposed, seconded and
RECOMMENDED that this be approved subject to some amendments.

368/17 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS UP TO 31 MARCH 2018:
A financial summary of accounts up 31 March 2018 was reviewed by the Committee.

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369/17 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:

- a) Cllr Johns will forward a copy of the Recreation Ground Trust constitution to Cllr Mrs Richards and the Clerk.
- b) Cllr Griffin expressed concern that Lytchett Minster and Upton is not included in the About Purbeck and Mags for Dorset publications. Information will be fed via their website.
- c) Cllr Griffin produced some information about a Perspex ‘Tommy’ and some other WWI related items. One ‘Tommy’ will be ordered.
- d) Cllr Chase raised the issue of fire drills and this will be investigated.
- e) Cllr Chase requested that the Town Council order process be reviewed.
- f) The County Councillor will be contacted to suggest bi-monthly meetings be arranged with the Clerk and the Mayor as he is often unable to attend Town Council meetings due to PDC commitments.
- g) An item ‘To establish an Environmental Strategy Policy’ will be included on the agenda of the next Environment committee meeting.

There being no further business the Chairman closed the meeting at 8.40 pm.

Chairman.....

Date