

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION** Committee was held on **TUESDAY 29 JANUARY 2019** and commenced at 7.00 p.m.

PRESENT: Councillor Mrs J M Richards in the Chair
Councillor Mrs M Pryor
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

339/18 APOLOGIES: Councillor J C Small (personal)

340/18 DECLARATIONS OF INTEREST:
None.

341/18 CLERK'S REPORT:

- a. **Minute 205/17 Update on the Grove and the Turbary Lease** Cllr Mrs Richards has contacted the Turbary Trust Chairman with a view to a possible meeting on Thursday 14 February. In the interim an internal meeting will take place at 9.30 am on Monday 11 February and will be attended by Cllrs Mrs Richards, Burns and Chase.
- b. **Minute 37/17 Floodlights at Recreation Ground** No further information. External funding will need to be sourced for this project as no monies planned into 19/20 budget.
- c. **Minute 178/18 Strategic Vision for the Town** No further information.

342/18 CORRESPONDENCE:

The Shaping Dorset Council newsletter was received and will be circulated to members.

343/18 TO RECEIVE A REPORT FROM EACH COMMITTEE CHAIRMAN ON RECENT ACTIVITIES AND FUTURE ASPIRATIONS IN THEIR AREA OF RESPONSIBILITY:

Amenities

Recreation Ground and sporting facilities
Grove entrance and storage
Pump Track
Skate Park
Cemetery

Environment

Notice Board for Lytchett Minster
Heritage signposts
Upton's Heritage, eg Upton in Wartime
Water station for refilling water bottles

continued.....

344/18 TO DISCUSS STAFFING:

Cllr Griffin provided a description of duties for a potential part-time Groundstaff person and it was agreed that a part-time handyman/maintenance man is required to assist the current Groundstaff.

The Assistant Groundsman is attending a presentation at Kingston Maurward on Thursday 31 January for Young Horticulturalist of the Year. The Clerk will meet his tutor on Tuesday 5 February to discuss his development

The Clerk advised that all employees with the exception of herself, had received a pay grade increase in November 2018. The Clerk is at the top of her scale and left the room whilst this was discussed. It was then proposed, seconded and

RECOMMENDED in principle that the Clerk should be moved to the next grade and an item to formally consider this will be included on the agenda of the next full Council meeting when the relevant figures are available.

345/18 TO CONFIRM PARCELS OF LAND TO BE TRANSFERRED FROM PDC:

The parcels of land being offered to the Town Council were discussed and clarification will be sought from PDC on some of the areas. It will also be clarified whether any required tree work would be undertaken before the land is taken over.

346/18 TO DISCUSS THE PROVISION OF AN ADDITIONAL TOWN COUNCIL VEHICLE:

It was proposed, seconded and **RECOMMENDED** to purchase a vehicle from the Borough of Poole when it becomes available.

347/18 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS:

A financial summary of accounts 018 was reviewed by the Committee.

348/18 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:

- a) Cllr Johns volunteered to unlock and lock the Grove for the elections
- b) It was reported that DCC have turned down the request for double yellow lines at Pony Drive and the resident will be informed.

There being no further business the Chairman closed the meeting at 8.45 pm.

Chairman

Date

