

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION** Committee was held on **TUESDAY 6 June 2019** and commenced at 7.00 p.m.

PRESENT: Councillor Mrs J M Richards in the Chair
Councillor Mrs M Pryor
Councillor R Griffin
Councillor R Burns
Councillor M Chase

Also in attendance: Mrs K Wright, Town Clerk

51/19 APOLOGIES: Councillor F H Drane (personal)
Mrs B Lake, Office Manager

52/19 DECLARATIONS OF INTEREST: None.

53/19 TO APPOINT A VICE-CHAIRMAN OF FINANCE AND ADMINISTRATION:

Upon nominations being called for Cllr Mrs Pryor was proposed and seconded. In the absence of any further nominations Cllr Mrs Pryor was unanimously elected Vice-Chairman of the Finance and Administration Committee.

54/19 CLERK'S REPORT:

- a. **Minute 205/17 Update on the Grove and the Turbary Lease.** Cllr Mrs Richards reported post the Turbary Trustees meeting that there appears to be some confusion about who will pay the legal costs to put in place the new lease, with the Turbary claiming it has been with the Town Council that they would pay. There is no formal record of this however the Clerk will check with our solicitors. It was also reported that the Trust wish to make further enquiries with the Charity Commission in respect of the new proposed format to replace the Recreation Ground Trust of a Community Interest Organisation (CIO).
- b. **Minute 37/17 Floodlights at Recreation Ground.** No further information. This matter is under review with the Amenities Committee and therefore will be removed from F&A.
- c. **Minute 178/18 Strategic Vision for the Town.** No further information.
- d. **Minute 345/18 PDC Land Transfers.** This land has been transferred and the grass cutting regime has commenced. This will be removed from the minutes.
- e. **Minute 346/18 Additional Council Vehicle.** BCP Council has approached us with regard to an option to purchase a grounds maintenance vehicle which has a ramp for putting the ride on mower on the back. The grounds staff have been to see the vehicle and confirmed it would be suitable. The vehicle will be fully serviced and MOT'd before transferring to the Council. It has low mileage for its age, and will be circa £4-5 K. We have agreed to take the vehicle on this basis and it should be with us within four weeks.

55/19 CORRESPONDENCE: None.

56/19 TO RECEIVE A REPORT FROM EACH COMMITTEE CHAIRMAN ON RECENT ACTIVITIES AND FUTURE ASPIRATIONS IN THEIR AREA OF RESPONSIBILITY:

Amenities – Cllr Mrs Pryor

Grove frontage

Develop recreation ground/football facilities once the DC survey results are completed

Skate Park

Recreation Ground lease

Cemetery – car park resurfacing is required. Cllr Mrs Pryor to investigate Suez funding. Also look at funding streams via Dorset Community Action.

Pump Track project – this is currently on hold, although a desk top evaluation of the ARC land is being completed to establish a current value. Cllr Mrs Pryor to investigate what the land known as ‘Upton Oil’ is destined to become, which might impact on the proposed regeneration of the Skatepark and/or the acquisition of ARC land for pump track.

Environment – Cllr Griffin

Notice Board for Lytchett Minster – completed

Heritage signposts – all materials in hand, just installation to complete

Upton’s Heritage, eg Upton in Wartime – project underway

Water station for refilling water bottles – investigations being made, and funding streams being looked at.

Lytchett Minster Pound Project – consent from Hall and Woodhouse plus they gave a £150 contribution. Planning consent requirements being looked into.

On-going issues with Moorland Parade in respect of parking and condition of shared areas

Re-visit parking for the town at next Highways Meeting with Dorset Council as this still the most problematic issue for the Town.

Planning – Cllr Burns

Cllr Mrs Richards reported on a scheme in Corfe Mullen for affordable housing to be held in perpetuity for locals.

RB reported that Planning under the new Dorset Council is in a state of flux and not a lot of information is being disseminated and we should carry on as we are until told differently.

Cllr Burns also reported that the matter of a Neighbourhood Plan for Lytchett Minster is still desired by the local village group LYMPWatch.

57/19 TO DISCUSS STAFFING:

After discussion it was agreed to increase the salary of the Weekend Groundsman to an annual one and increase the rate of pay.

It was also agreed after discussion to increase the salary of the Assistant Groundsman.

The details of these are recorded as a confidential minute attached separately.

Continued.....

57/19 TO DISCUSS STAFFING: cont

It was then proposed, seconded and **RECOMMENDED** to increase the salary of the Caretaker (see confidential attachment) with effect from July 2019; and the Assistant Groundsman increase with effect from September 2019.

Members also wished to update the job title of the Assistant Groundsman to Deputy Head Groundsman to better reflect his role.

The Clerk to investigate some training in customer service for all grounds staff, as members feel that this is an important aspect of their role.

The Clerk and Cllr Chase to meet to discuss the appointment of a further part time groundsman and to involve the current team in drawing up a task list.

58/19 TO CONSIDER OPTIONS FOR THE REPAIR OF THE TOWN CLOCK AND TO APPROVE FUNDING:

After discussion it was proposed, seconded and **RECOMMENDED** to accept the quotation of £2160 + VAT and the works will be set in hand. This will be funded from previously received CIL payments in Ear Marked Reserves.

59/19 TO DISCUSS SHORT, MEDIUM AND LONG TERM OBJECTIVES FOR THIS COMMITTEE:

After discussion the forward plan was updated with a)additional grounds staff member b) Frampton Terrace c) Establishment of a Management Committee for Moorland Parade c)Re-surfacing of Upton Court..

60/19 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS:

A financial summary of accounts was reviewed by the Committee.

61/19 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:

- a) An item ‘To discuss Council land at Frampton Terrace’ will be put on the next F&A agenda.

There being no further business the Chairman closed the meeting at 8.15 pm.

Chairman.....

Date

