

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION** Committee was held on **TUESDAY 3 JANUARY 2017** and commenced at 7.30 p.m.

PRESENT: Councillor Mrs J Richards in the Chair
Councillor Mrs M Pryor (V/Chairman)
Councillor J C Small
Councillor R Griffin
Councillor J R Burns

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

343/16 APOLOGIES: Councillor P F Johns (without apologies)
Councillor F H Drane (without apologies)

344/16 DECLARATIONS OF INTEREST:
None.

345/16 CLERK'S REPORT:
a. **Minute 296/14 Land at Hibbs Close.** See Minute 350/16

346/16 CORRESPONDENCE:
Information on the decrease to the interest rate on the Town Council Savings Account was received from Scottish Widows. Other options for investing savings will be investigated.

347/16 TO CONSIDER TOWN COUNCIL LEAVE POLICY:
A draft copy of the Town Council Leave Policy was circulated to members for perusal and will be amended under the Compassionate Leave with Pay section to include 'any other relative at the discretion of the Town Clerk'.

348/16 TO CONSIDER TOWN COUNCIL BACS PAYMENT POLICY:
After discussion it was proposed, seconded and **RECOMMENDED** to made payments by BACS the morning after payments have been approved at the full Council meeting. The payments will be undertaken by the Clerk and the Mayor and the Clerk will draft a procedure.

349/16 TO DISCUSS STAFFING:
The new part-time Grounds Maintenance Assistant will commence employment via an agency on Wednesday 4 January for a probation period of 2 months after which time it will be reviewed. A Grounds Maintenance Team Meeting will be held at 9 am on Wednesday 4 January.

350/16 TO RECEIVE UPDATE ON HIBBS CLOSE:
The Town Council has been approached by a developer who wishes to purchase the land with a view to building 4 bungalows for disability living or sheltered accommodation. After discussion it was agreed that before any decision is made the builder will be approached to ask how much they would be prepared to offer for the land, and as an alternative the option of providing a pet cemetery will be investigated.

351/16 TO RECEIVE UPDATE ON THE TRANSFER OF THE GROVE:

It was reported that there was a spate of vandalism on the Recreation Ground prior to Christmas and it was therefore decided to lock the toilets over the holiday period. Concern was expressed at the Police response to the vandalism and it was agreed to invite the Sergeant from Wareham to a full Council meeting. Steps will be taken to improve the CCTV system and security lighting. It was suggested that some additional signs should be installed as a possible deterrent.

352/16 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS UP TO 30 DECEMBER 2016:

A financial summary of accounts up to 31 December 2016 was reviewed by the Committee.

353/16 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:

None.

There being no further business the Chairman closed the meeting at 8.20 pm.

Chairman.....

Date