

LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION** Committee was held on **TUESDAY 2 OCTOBER 2018** and commenced at 7.00 p.m.

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

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

174/18 APOLOGIES: Councillor F H Drane (personal)

175/18 DECLARATIONS OF INTEREST:
None.

176/18 CLERK'S REPORT:

- a. **Minute 205/17 Update on the Grove and the Turbary Lease.** Cllr Mrs Richards attended a meeting of the Turbary Trust and reported that the Trust are ascertaining with their Solicitor and the Charity Commission as to whether they are permitted to sell the land which has been valued between £0-£100,000.
- b. **Minute 366/17 GDPR.** Our legal responsibilities have been met and we continue to operate within the realm of the legislation.
- c. **Minute 37/17 Floodlights at Recreation Ground** Two residents were very opposed to any changes and currently nothing has been progressed with planning. Interest in a tennis club operating from the ground could mean that the lights might be needed across more evenings, although the proposal is in early stages. Cllr Chase and the Clerk met with a company to see if the lights can be improved and be more energy efficient and this would cost approximately £15,000. Further quotes will be obtained. A request was received from Upton FC for the use of the floodlighting on Thursday evenings. After discussion it was agreed not to allow this until such time as the lights have been repaired and the situation reviewed. This will be discussed again in the New Year.

177/18 CORRESPONDENCE:

None.
The Clerk updated members on the current situation with the homeless family in Lytchett Minster and Cllr Griffin undertook to respond to the Gypsy and Traveller Liaison Officer.

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178/18 TO DISCUSS A STRATEGIC VISION FOR THE TOWN AND TO COMPILE THE DATA COLLECTION PRO-FORMA:

A business plan for the Recreation Ground was discussed and the original Town Plan will be reviewed. It will also be ascertained what other parish and towns have done in this respect.

179/18 TO RECEIVE A REPORT FROM EACH COMMITTEE CHAIRMAN ON RECENT ACTIVITIES AND FUTURE ASPIRATIONS IN THEIR AREA OF RESPONSIBILITY: See Minute 178/18.

180/18 TO CONSIDER BUDGETS FOR FINANCDE & ADMINISTRATION FOR 2019/2020:

It was agreed that these will be considered by Cllr Mrs Richards and the Clerk and brought back to an Extraordinary meeting of the F&A committee.

181/18 TO DISCUSS STAFFING:

The Clerk advised members that the staff are working to maximum capacity and are unable to take on any more work. A discussion took place as to whether to employ an all rounder self-employed person to work part-time or contractors to assist the Groundstaff. Cllrs Griffin and Chase undertook to draw up a job specification and provision will be made in the 2019/20 budget.

182/18 TO DISCUSS THE PROVISION OF AN ADDITIONAL TOWN COUNCIL VEHICLE:

A Borough of Poole vehicle will become available for purchase in approximately 6 months time and in the interim a cheap vehicle for around £2000 will be sought.

183/18 TO APPROVE EXPENDITURE OF £426 FOR REMARKING BY DCC OF 7 DRIVEWAY PROTECTION LINES IN PURBECK CLOSE FROM BUDGET HEADING 4350 201 STREET SERVICES:

It was proposed, seconded and **RECOMMENDED** to approve this. The DCC Highways Officer will be advised.

184/18 TO CONSIDER UPGRADING THE PHOTOCOPIER:

After discussion it was proposed, seconded and **RECOMMENDED** that Cllrs Mrs Richards and the Clerk should investigate the upgrading of the photocopier.

185/18 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS UP TO 31 MAY 2018:

A financial summary of accounts up 30 September 2018 was reviewed by the Committee.

186/18 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:

- a) An item to discuss 'The Community Right to Bid in respect of the allotments' will be included on the next Amenities agenda.
- b) 4 Grant Aid applications were received and these will be considered at the full Council meeting.
- c) An item 'To discuss Wildflower Meadows' will be included on the Agenda of the next Environment committee.

There being no further business the Chairman closed the meeting at 9.00 pm.

Chairman

Date

