

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION** Committee was held on **TUESDAY 6 JUNE 2017** and commenced at 7.30 p.m.

**PRESENT:** Councillor Mrs J Richards in the Chair  
Councillor J C Small  
Councillor R Griffin  
Councillor P F Johns

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

**50/17 APOLOGIES:** Councillor Mrs M Pryor (holiday)  
Councillor R Burns (personal)  
Councillor F H Drane (without apologies)

**51/17 DECLARATIONS OF INTEREST:**  
None.

**52/17 CLERK'S REPORT:**  
a. **Minute 296/14 Land at Hibbs Close.** See Minute 54/17.

**53/17CORRESPONDENCE:**  
None.

**54/17 TO DISCUSS THE POSSIBLE SALE OF HIBBS CLOSE:**  
The developers attended the meeting and advised members that should this go ahead the proposal is for an assisted living development comprising of single bedroom units on one level, with parking for visitors/carers. Members requested that an independent valuation be undertaken, with the cost being shared with the developers, and the definition of 'assisted living' should be clarified. The Clerk will arrange two valuations and the developer will be present whilst these are taking place. After discussion it was proposed, seconded and **RECOMMENDED** to support this project in principle subject to the outcome of the above conditions.

**55/17 TO RECEIVE UPDATE ON THE TRANSFER OF THE GROVE AND THE TURBARY LEASE:**  
The current lease expires in 2018 and it was reported that the Turbary Trust are willing to extend this for a longer period. The Turbary Trust are paying for a survey of the building and it will be ascertained who owns which parts of the building before a new lease is drawn up.

**56/17 TO RECEIVE AN UPDATE ON STAFFING:**  
A new office cleaner has been appointed and commenced his duties in May. The Assistant Groundsman is now qualified and has the opportunity to go on to Level 3 in horticulture. He will also need to be trained in weedkilling, chain saw use, and will attend a Management of Memorials workshop being hosted at the Town Council Offices. A letter congratulating him on his achievement will be sent.

**57/17 TO APPROVE BACS PROCEDURE:**  
The Clerk has produced a procedure for BACS payments and it was proposed, seconded and **RECOMMENDED** that this be approved.

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**58/17 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS UP TO 31 MAY 2017:**

A financial summary of accounts up to 31 May 2017 was reviewed by the Committee.

**59/17 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:**

- a) Cllr Griffin reported briefly on a preliminary meeting with representatives from DCC regarding 'Working Together'.
- b) A meeting with DCC Highways will take place on Wednesday 7 June 2017.

**There being no further business the Chairman closed the meeting at 8.35 pm.**

**Chairman**.....

**Date** .....

**DEMOCRATIC SESSION:**

Mr John Farrar and Mr Barry Finch attended the meeting in support of their offer to purchase the land off Hibbs Close. See minute 54/17.