

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

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

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

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

**201/17 APOLOGIES:** None.

**202/17 DECLARATIONS OF INTEREST:**  
None.

**203/17 CLERK'S REPORT:**

- a. **Minute 296/14 Land at Hibbs Close.** A valuation report has been received and the property developers have been advised of the sum of money the council would wish to receive plus the conditions as outlined in the report. If this is acceptable to the developers then it would then go to community/neighbour engagement. This will be dealt with via Full Council due to the frequency of their meetings.

**204/17CORRESPONDENCE:**  
None.

**205/17 TO RECEIVE UPDATE ON THE GROVE AND THE TURBARY LEASE:**

The clause relating to who can use the facility is being checked and a meeting will be arranged to discuss this further. The installation of the new kitchen is underway.

**206/17 TO RECEIVE STAFFING UPDATE:**

A new weekend caretaker has been appointed at a rate of £75 per weekend. After discussion it was proposed, seconded and **RECOMMENDED** to increase this to £100 per weekend with immediate effect.

**207/17 TO CONSIDER BUDGETS FOR 2018/19:**

The draft budget for 2018/19 was perused by members and will be amended and reviewed at a later date.

**208/17 TO CONSIDER OFFERING A DOCUMENT AUTHENTICATION SERVICE TO THE PUBLIC FOR A SMALL FEE (PASSPORTS, PENSIONS ETC):**

It was suggested that a fee of £5 be charged and this will be discussed further at full Council.

**209/17 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS UP TO 31 AUGUST 2017:**

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

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**210/17 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:**

- a) Cllr Drane reported that discussions are taking place at PDC regarding the planning process in relation to which applications should be discussed at committee rather than passed by officers.

**There being no further business the Chairman closed the meeting at 9.15 pm.**

**Chairman**.....

**Date** .....