

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

A meeting of the **FINANCE & ADMINISTRATION** Committee was held on **TUESDAY 7 JANUARY 2020** and commenced at 7.00 p.m.

**PRESENT:** Councillor Mrs J M Richards in the Chair  
Councillor Mrs M Pryor  
Councillor F H Drane  
Councillor J R Burns  
Councillor M Chase

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

**320/19 APOLOGIES:** Councillor Mrs J M Richards (personal)

**321/19 DECLARATION OF INTEREST:** None.

**322/19 CLERK'S REPORT:**

- a. **Minute 205/17 Update on the Grove and the Turbary Lease.** This matter has progressed – our legal advisors are arranging to talk to the Turbary Chairman about the possibility of setting up a CIO – if they do not agree an updated lease based on the existing one will be drawn up. The next meeting of the Turbary Trust will take place this month. Cllr Burns to chase an update.
- b. **Minute 178/18 Strategic Vision for the Town.** These were reviewed in the last quarter of 2019 by each committee.
- c. **Minute 57/19 Staffing.** The Assistant Groundsman has received formal training in chainsaw operation, and is now licenced to carry out this work. Customer service training has yet to be identified and the Clerk and Cllr Chase have still to meet with regard to additional staffing for the grounds team.
- d. **Minute 237/19 Updated Property Valuations.** These have been sent to Zurich, our current insurers who have updated the policy to reflect the changes.
- e. **Minute 238/19 Land Plots at Frampton Terrace.** Work to tidy/maintain Plots 21, 31 and 33 has commenced. A resident enquired whether more extensive work could be undertaken and will be advised that the Groundstaff are only undertaking minimal repairs on the Town Council owned land. The process of getting an independent valuation has been halted as there is an issue with the title not registered via the Land Registry. The owner has been contacted and ask to liaise with her solicitor who is holding the deeds.

**323/19 CORRESPONDENCE:**

None.

**324/19 TO CONSIDER BUDGETS FOR 2020/21:**

The budgets were considered and will be presented to full Council for approval.

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**325/19 TO RECEIVE THE FINANCIAL SUMMARY OF ACCOUNTS:**

A financial summary of accounts was reviewed by the Committee.

**326/19 ITEMS OF REPORT AND MATTERS OF FUTURE AGENDAS:**

- a) It was agreed that a formal review of Council policy and procedures is necessary to ensure compliance over all areas of the Council's operations.

**There being no further business the Chairman closed the meeting at 7.40 pm**

Chairman.....

Date.....