

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **7 January 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

**PRESENT:** Cllr R Griffin (in the Chair)  
Cllr McKell (Deputy Town Clerk)  
Cllr M Pryor  
Cllr B Pipe  
Cllr J R Burns  
Cllr D White

**Also in attendance:** Mrs K Cane, Town Clerk  
Mrs K Osborne, Deputy Town Clerk

### 369/24 PUBLIC PARTICIPATION

There were no members of the public present.

### 370/24 DECLARATIONS OF INTEREST

There were no declarations of interest received.

### 371/24 APOLOGIES

No apologies were received.

### 372/24 CLERK'S REPORT

There was no clerk's report.

### 373/24 CORRESPONDENCE

None

### 374/24 TO CONSIDER A RESERVES MANAGEMENT POLICY

Members received and considered a Reserves Management Policy

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** that the Reserves Management Policy be adopted subject to the following amendments:

1. Add additional information to clarify the recommended level of general reserves and incorporate measures the Town Council can take to regularly review the baseline for its general reserve levels.

### 375/24 TO CONSIDER CEMETERY REPORT BY CEMETERY DEVELOPMENT SERVICES (CDS) AND ASSOCIATED COSTS FOR INITIAL REMEDIATION WORKS

Members received an update on the investigatory measures taken to identify suitable options to reduce the flooding issues as the cemetery.

*R. AS*

The Cemetery Development Services had been instructed to carry out an appraisal on the options. Members received the report and recommendations.

Initial investigations would include the provision of a jet vac tanker and CCTV crew to survey and cleanse road gullies, inlet from road gullies and pipework from ditch. A survey will be undertaken to ensure existing ditch pipework crosses the road and into the culverted watercourse shown on the Wessex Water Map. Members noted the impact of the water run-off from the highways and that the outcome of any initial investigations should be shared with Dorset Council Highways and the responsible statutory body.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to instruct Cemetery Development Services to carry out initial investigations at a cost of £4,550.

### **376/24 TO CONSIDER MAYOR'S BURSARY / EDUCATION ALLOWANCE**

The Mayor updated Members on the development of the concept to introduce a Mayor's Bursary / Education Allowance.

This has been discussed with the Headteacher at Lytchett Minster School who was very keen to endorse such a scheme.

It was **PROPOSED, SECONDED** and **RECOMMENDED** (5 in favour, 1 abstention) that the Mayoral Allowance be increased by £1,000 to be awarded to the Mayor's Education Bursary.

Members were reminded that the budget for 25/26 had been formally approved by the Town Council and could not be changed. The proposal was withdrawn and an alternative proposal put forward.

It was **PROPOSED, SECONDED** and **RECOMMENDED** (5 in favour, 1 abstention) that the proposal to support a Mayor's Education Bursary in partnership with Lytchett Minster School and to increase the Mayor's Allowance by £1,000 to support the bursary be considered further in April 2025.

### **377/24 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS UP TO 30 NOVEMBER 2024 TO BE SIGNED BY THE CHAIR AND VICE-CHAIR**

The bank reconciliations for November 2024 were received and noted.

It was **PROPOSED, SECONDED** and **APPROVED UNANIMOUSLY** for the bank reconciliation for November 2024 be signed by the Chair and Vice-Chair.

### **378/24 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS**

Members noted the contents of the report.

### **379/24 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS**

1. It was noted that the community Christmas event held on 19 December was a great success and well attended.

*R. A. C.*

2. Redwood Road Play Area opened before Christmas and it has been very well utilised. It was noted that it would benefit from additional seating for parents. This would be monitored.
3. Members were reminded that the leader of Dorset Council, Cllr Nick Ireland would be attending Council on 14 January for a pre meeting from 5.30pm and will attend the Council meeting. Members were encouraged to put forward questions/topics prior to the meeting to raise with Cllr Ireland.
4. A staff matter was raised and would be included on the Town Council agenda as a confidential matter on 14 January 2025.

**There being no further business, the Chair closed the meeting at 7.45 pm.**

Chair..... R. A. G. 

Date..... 12 - 1 - 25

