

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **29 April 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Cllr R Griffin (in the Chair)
Cllr M Pryor
Cllr B Pipe
Cllr J R Burns
Cllr D White

Also in attendance: Mrs K Cane, Town Clerk
Councillor C Squires

556/24 PUBLIC PARTICIPATION

There were no members of the public present.

557/24 DECLARATIONS OF INTEREST

There were no declarations of interest received.

558/24 APOLOGIES

Apologies were received from Cllr S McKell (non-business).
Councillor S Robinson absent without apologies.

559/24 CLERK'S REPORT

There was no clerk's report.

560/24 CORRESPONDENCE

None.

561/24 TO CONSIDER CYCLE TO WORK SCHEME.

After considering the contents of the report, members considered it was a positive action to take.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** that the Town Council sign up to CycletoWork to offer staff the benefit of the cycle to work scheme.

562/24 TO CONSIDER THE INSTALLATION OF A SMART TV IN THE COUNCIL CHAMBER.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to purchase a Smart TV for the Council Chamber, subject to the following adjustments, which members recognised would come in at an extra cost.

- Increase screen size to 75" as minimum
- Replace wall mount with trolley mount to increase flexibility

563/24 TO REVIEW COMMITTEE TERMS OF REFERENCE

Members reviewed and discussed the F&A Committee Terms of Reference.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to approve the Terms of Reference, subject to the following amendments:

- 1.2 No business shall be transacted at a meeting unless there is a quorum of three.
- 1.8 To administer the following assets:
 - 1 Moorland Parade
 - The Grove and Pavilion Buildings
- 1.13 To periodically review the policies on the Emergency/Resilience Plan, Media and Communication and other relevant policies as necessary.

564/24 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS UP TO 31 MARCH 2025 TO BE SIGNED BY THE CHAIR AND VICE-CHAIR

The bank reconciliations for March 2025 were received and noted.

It was **PROPOSED, SECONDED** and **APPROVED UNANIMOUSLY** for the bank reconciliation for January 2025 be signed by the Chair and in the absence of the Deputy Chair, the second signatory was Cllr R Burns.

565/24 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

Members noted the contents of the report. It was confirmed that the first half of the precept had been received, and that £200,000 has been transferred to the investment account to accrue maximum interest.

566/24 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. Cllr Griffin gave an update on the recent meetings regarding Youth Provision.
2. Cllr Griffin reported on his recent visit to the Kids Love Nature day care facility in Lytchett Minster.
3. Cllr Griffin reported on 'The Orchard', a SEN outreach satellite of 'The Forum', Blandford, to serve young people between the ages of 7-16. He noted his disappointment that the Town Council had not been received any communication from Dorset Council about this new educational facility in the Town. It was noted that members felt strongly that they cannot made relevant decisions on what is best for the community if they are not aware of what is happening in the community. In this instance, the plans for the safe crossing of young people near to the LMS school exit was cited as a case in point.
4. It was agreed by members that as soon as the relevant officer is appointed at Dorset Council, we should look to work with them regarding a Community Resilience/Emergency Plan.

There being no further business, the Chair closed the meeting at 7.28 pm.

Chair.....

Date.....