

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **3 June 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

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

Also in attendance: Mrs K Osborne, Deputy Town Clerk

55/25 PUBLIC PARTICIPATION

There were no members of the public present.

56/25 DECLARATIONS OF INTEREST

There were no declarations of interest received.

57/25 APOLOGIES

No apologies were received.

58/25 CLERK'S REPORT

There was no clerk's report.

59/25 CORRESPONDENCE

None.

60/25 TO ELECT A VICE-CHAIR OF FINANCE AND ADMINISTRATION.

It was **PROPOSED**, **SECONDED** and **RESOLVED UNANIMOUSLY** to appoint Cllr D White as the Vice-Chair of the Finance and Administration Committee.

61/25 TO REVIEW THE PROCEDURE TO ELECT A MAYOR

Members considered the Council's adopted procedure to elect the Mayor. It was agreed that a number of amendments should be made to provide clarification on this process.

It was **PROPOSED**, **SECONDED** and **RESOLVED UNANIMOUSLY** to amend the procedure as attached to these minutes and highlighted in red.

62/25 TO CONSIDER QUOTATIONS FOR TRACK/CAR PARK RESURFACING AT 1 MOORLAND PARADE

In accordance with the Council's Financial Regulations, members were presented with a report detailing quotations from 3 contractors to resurface the vehicular access track to the side of the property at 1 Moorland Parade which extends to the portion of rear track in line with the property. Contractors were also asked to provide an additional quote for the resurface of the car park behind the building. It was highlighted that all title holders of Moorland Parade are expected to contribute 1/9th to remedial works

Following consideration of all quotations, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to instruct BCP Council to carry out the works to resurface both the track and car park at a cost of £14,782.25. The title holders of all properties of Moorland Parade to be informed.

63/25 TO CONSIDER RECRUITING TO A NEW ROLE OF COMMUNITY EVENTS/FUNDING/LIAISON OFFICER

Members received a report presenting an initial proposal to recruit an additional member of staff within the office team from the 25/27 financial year to support community events/publicity/communications and funding. This reflected the Council's aspiration to hold more community events and increase engagement with the public. In addition, the role would provide additional administrative and front of house support which would increase resilience during annual leave and sickness. Members felt it was crucial to get the role title and supporting job description right to ensure clarity for the individual fulfilling the role.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to agree in principle to the recruitment of an additional member of office staff subject to a full job description, person specification and salary options.

64/25 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS UP TO 30 APRIL 2025 TO BE SIGNED BY THE CHAIR AND VICE-CHAIR

The bank reconciliations for April 2025 were received and noted.

It was **PROPOSED, SECONDED** and **APPROVED UNANIMOUSLY** for the bank reconciliations for April 2025 be signed by the Chair and Deputy Chair.

65/25 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

The financial summary up to 30 April 2025 was reviewed and noted.

66/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. It was noted that the trader at 6 Moorland Parade would be vacating the premises soon and the property was likely to become available on the open market. It was agreed that this matter should be included on the next agenda.
2. Members were reminded that the community picnic in the park was taking place on 14 June and to look out for an email for further details.

There being no further business, the Chair closed the meeting at 7.33 pm.

Chair.....

Date.....



Appendix 1 – Procedure to elect the Mayor

Notwithstanding the statutory provisions relating to the same, the election of the Town Mayor and Deputy Town Mayor shall be in accordance with the following.

1. The Mayoral position will commence at the Annual Meeting (held in May of each year) from the time of election.
2. Statutory procedures in accordance with the Local Government Act 1972 will prevail at all times and the position of Mayor is subject to the signing and delivering of the acceptance of office.
3. Nominations are subject to the following qualification criteria:
 - i. To have served as a councillor for a minimum of 1 year
 - ii. To not have been subject of an upheld grievance or code of conduct complaint within the preceding 2 years or any pending grievance or code of conduct complaints.
4. The Mayor will hold office until the next mayoral term when his/her successor will be elected at the Annual Council meeting.
5. Any nominations to the position of Mayor must be submitted to the Town Clerk for consideration at the Full Council meeting in April of each year, in advance of the Annual Council Meeting in May. In an election year, the timescales will be adjusted to ensure that nominations can only be accepted from the official date councillors (newly elected and uncontested) take office.
6. Nominations must be made on a form to be supplied by the Town Clerk (see Appendix A). **It is the responsibility of the person being nominated for the role of Mayor to arrange the completion of the form and to submit it to the Town Clerk by the deadline** which will be 2 weeks prior to the April Full Council meeting as referenced in 5) above (except in an election year as referenced in 5) above). Nominations after this date will not be accepted and no nomination can be considered unless made in accordance with the requirements set above.
7. **Nominations are the sole responsibility of the councillor wishing to be nominated and** must be supported by two serving councillors of Lytchett Minster & Upton Town Council.
8. No person can be considered for the Office of Mayor unless properly nominated.

9. All eligible nominations will be taken forward to the April Full Council meeting for review and information.
10. The Mayor will not be elected at the April Full Council meeting; it is a statutory requirement that the election of Mayor (Chair) is the first item of business at the Annual Meeting to be held in May (LGA 1972, s15(2)).
11. Election of the Mayor at the Annual Meeting will be the first item of business.
12. Election of the Mayor will be by a secret ballot and the successful candidate will be the properly nominated Member with the majority of votes.
13. The Mayor can only serve for two consecutive years in the role unless no other candidates come forward. The election of a councillor as Mayor for consecutive terms beyond two years must be ratified by two thirds of Council by way of a vote at the Annual meeting.
14. This procedure should be followed when electing the Deputy Mayor.
15. The position of Deputy Mayor is to support the role of the Mayor, deputising for civic events and ceremonies in his/her absence. The role of Deputy Mayor is not a “rising right of office” but it is recognised that there is significant benefit in the Deputy Mayor subsequently being elected to the position of Mayor.



APPENDIX A

LYTCHETT MINSTER & UPTON TOWN COUNCIL NOMINATION FOR MAYOR/CHAIRMAN (ADD YEAR)

I,.....wish to be nominated for the role of Town Mayor/Chairman for the (ADD YEAR) municipal year.

Signature.....

Name of proposer.....

Signature.....

Name of seconder.....

Signature.....

To be completed and returned by hand or email to the Town Clerk by (ADD DATE).
Nominations after this date will not be accepted.

To note:

Nominations are subject to the following qualification criteria:

- i. To have served as a councillor for a minimum of 1 year
- ii. To not have been subject of an upheld grievance or code of conduct complaint within the preceding 2 years or any pending grievance or code of conduct complaints.

It is the responsibility of the candidate to complete the form, seek a proposer and seconder, and to submit the form within the agreed timescales.

Nominations must be supported by two serving councillors of Lytchett Minster & Upton Town Council.

No person can be considered for the Office of Mayor unless properly nominated