

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **9 September 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Cllr R Griffin (in the Chair)
Cllr S McKell
Cllr M Pryor
Cllr J R Burns
Cllr C Squires

Also in attendance: Mrs K Osborne, Deputy Town Clerk
Mrs S Samways, Admin Officer

179/25 PUBLIC PARTICIPATION

There were no members of the public present.

180/25 DECLARATIONS OF INTEREST

There were no declarations of interest received.

181/25 APOLOGIES

Cllr D White (Vice Chair) – non business
Cllr W Pipe – non business
Cllr S Robinson – non business
Mrs K Cane, Town Clerk – non business

182/25 CLERK'S REPORT

There was no clerk's report.

183/25 CORRESPONDENCE

A resident submitted a personal response to Dorset Council's draft Local Transport Plan. Members discussed the detailed proposal. It was agreed that as this plan is formulated by one resident with their personal proposals, it cannot be distributed to all residents. Cllr Griffin will meet with this resident to respond to his proposals, advise that the Town Council may include some of the points in any Town Council plan created, and also update them on changes to the school drop-off area of Post Green Road.

184/25 TO RECEIVE QUOTES FOR REPLACING THE SIGN ABOVE THE TOWN COUNCIL OFFICE ON MOORLAND PARADE

A draft design for the replacement sign was presented to members for their review; it was noted the colour and font are very different to the existing sign. It was **PROPOSED**, **SECONDED** and **RESOLVED UNANIMOUSLY** to i) remove the address and contact details ii) remove 'welcome to' iii) add a second logo on the left of the sign iv) have a second sign containing contact details v) keep the green and yellow colour. It was suggested to incorporate branding to maintain specific colours for the Town Council.

R.A.G.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the 'We Think Signs' quote to supply and fit the replacement sign.

185/25 TO RECEIVE A REPORT ON DORSET COUNCIL'S DRAFT LOCAL PLAN

Cllr Griffin summarised the schedule of events up to 13 October when the consultation closes; confirmed banners have been sited around the town, and notices placed on social media and noticeboards to inform all residents of the Draft Local Plan contents and consultation process. It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to employ a Planning Consultant to ensure the Town Council returns a meaningful response to the Draft Local Plan. In advance of the initial meeting with the Planning Consultant, the Town Council must establish a strategy in order to present the brief to the Consultant. The Consultant is to advise members on the best approach and will be tasked to formalise the individual members input to create a response that may best influence Dorset Council Planning Policy.

186/25 TO RECEIVE AND CONSIDER DRAFT DEVOLUTION OPTIONS IN PREPARATION FOR FUTURE DEVOLVED SERVICES

Members received a detailed report listing council provided services - showing where LMUTC already support Dorset Council and which further services LMUTC could potentially adopt and those which are outside of the Town Council's provision. Members agreed it was an informative and useful document.

187/25 TO CONSIDER DRAFT JOB DESCRIPTION, PERSON AND PERSON SPECIFICATION FOR THE APPOINTMENT OF NEW ROLE OF COMMUNITY ENGAGEMENT AND EVENTS OFFICER

Members considered the draft job description; after discussion it was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to i) amend the job title to Community Projects and Support Officer ii) to widen the role to make it less specific iii) 25 hours per week (with flexibility plus option of some home working) iv) salary scale SCP 08-11 and v) the advertisement to go live with an aim to have the role filled by early 2026.

188/25 TO RECEIVE AND APPROVE A RISK ASSESSMENT FOR MOORLAND PARADE

A detailed Risk Assessment for the Council Offices at Moorland Parade was presented and members agreed it is a comprehensive document. It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve this Risk Assessment document.

189/25 TO RECEIVE AND APPROVE BANK RECONCILIATIONS UP TO 31 JULY 2025 TO BE SIGNED BY CHAIR AND VICE-CHAIR AND BALANCE SHEET TO 31 JULY 2025.

The Bank reconciliations and Balance sheet to 31 July 2025 were reviewed, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve these.

190/25 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

The financial summary of accounts was reviewed and noted.

R.A.G.

191/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. The Deputy Town Clerk advised members that the annual budget setting process was due to begin.
2. Cllr McKell advised the football pitches were repairing well due to the recent rain, and all three pitches should soon be available.
3. Cllr Griffin advised MP Vikki Slade is corresponding re: education provision in Upton, and possible land swap to provide a new school site.

Due to the nature of the following business to be transacted under agenda item 14, the Council RESOLVED to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

192/25 TO DISCUSS STAFFING MATTERS

Members received a staffing report putting forward recommendations for staff salary increases. All staff left the meeting.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously, to approve

- a) a pay increase of 2 Spinal Column Points (SCP) for the Town Clerk, Deputy Town Clerk and Administration Officer.
- b) A £1 per hour pay uplift for the Weekend Caretaker.
- c) All staff salaries to be reviewed annually in September, following appraisals and to complement the budget setting process for the following year.

There being no further business, the Chair closed the meeting at 8.25pm.

Chair..... *R.A. G. m*

Date..... *18-6-25*

