

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **14 October 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 C Squires
Cllr D White
Cllr W T Pipe
Cllr S Robinson

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

239/25 PUBLIC PARTICIPATION

There were no members of the public present.

240/25 DECLARATIONS OF INTEREST

There were no declarations of interest received.

241/25 APOLOGIES

No apologies.

242/25 CLERK'S REPORT

a. Minute 184/25 To Receive Quotes For Replacing The Sign Above The Town Council Office On Moorland Parade

The design has been updated at the Committee's request. A smaller sign with the Council's address and contact details has been created and an order placed.

b. Minute 185/25 To Receive A Report On Dorset Council's Draft Local Plan

A meeting has been held with the Planning Consultant and now the Town Council response is being drafted (it should be noted that only 4 members of the Council fed into this process). The draft will be with the Planning Consultant by 10 October, and they will formalise this. The final response will be presented to Council on 21 October 2025 and thereafter submitted to Dorset Council.

c. Minute 186/25 To Receive And Consider Draft Devolution Options In Preparation For Future Devolved Services

There have been some questions asked by the Dorset Council regarding our appetite to take on various services; however, we have advised that since no information has been forthcoming from Dorset Council we are not in a position to make any decisions. It should be noted that the above lack of clarity from Dorset Council makes it difficult when it comes to drafting budgets for 26/27.

R.A.G.

D. Minute 187/25 To Consider Draft Job Description, Person And Person Specification For The Appointment Of New Role Of Community Engagement And Events Officer

The job vacancy is now live. It was reported that there had been some interest via Indeed and 3 formal applications had been received.

243/25 CORRESPONDENCE

None

244/25 TO CONSIDER GRANT AID APPLICATIONS

Members were presented with a summary of the applications, which totalled 4 for the Grant Aid requests for 2026/27.

After discussion it was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to award all applicants with their requested amounts totalling £4,150 as detailed individually on the attached signed summary sheet.

245/25 TO CONSIDER DRAFT BUDGETS FOR 2026-27

The first draft budget was presented to members, alongside a supporting report which detailed the rationale between the 26/27 levels set. Members reviewed each F&A budget line, and through discussion amended some budget lines. The amended F&A budgets (draft 2) are attached as Appendix A. Councillors raised some queries and requested officers investigate costs associated with purchasing an electric vehicle costs (lease v purchase) and remodelling areas of the office space at 1B Moorland Parade.

246/25 REVIEW OF MANDATES/VARIABLE DIRECT DEBITS/BACS

Members reviewed the report which updated the list of variable direct debits and BACS – these were noted.

Due to changes with Chair of Planning Committee it was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to add Cllr C Squires to the banking mandate and remove retiring Chair, Cllr R Burns.

247/25 TO RECEIVE AND APPROVE BANK RECONCILIATIONS UP TO 30 SEPTEMBER 2025 TO BE SIGNED BY THE CHAIR AND VICE-CHAIR.

The bank reconciliations and balance sheet up to 30 September 2025 were reviewed, it was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to approve these.

248/25 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

The financial summary of accounts was reviewed and noted.

R.A.B.

249/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. Cllr Griffin reported on the Design Code meeting with the architects appointed by Dorset Council and shared the questions that the team had posed to the Town Council. Cllr Griffin noted the responses from members.

here being no further business, the Chair closed the meeting at 8.10pm.

Chair..... R. A. Griffin

Date..... 21-10-25

