

## 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.

**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.

**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.....

Date.....

DRAFT

## Annual Budget - By Centre (Actual YTD Month 6)

Note: LMUTC Draft 2 Full Budget 26-27 (F&amp;A 14.10.25)

		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b>Finance</b>									
1076	Precept	428,227	428,227	481,125	481,125	0	0	0	0	0
1081	CIL Payments Received	0	0	0	393	0	0	0	0	0
1090	Bank Interest	2,500	15,727	15,000	8,884	0	0	20,000	0	0
1130	Miscellaneous Income	0	27	0	29	0	0	0	0	0
	<b>Total Income</b>	<b>430,727</b>	<b>443,982</b>	<b>496,125</b>	<b>490,431</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
3998	Vehicle Running Costs	4,000	3,358	4,400	1,761	0	0	4,700	0	0
4001	Gas	0	0	0	34	0	0	0	0	0
4380	General Expenditure	7,000	1,385	5,000	616	0	0	5,250	0	0
	<b>Overhead Expenditure</b>	<b>11,000</b>	<b>4,743</b>	<b>9,400</b>	<b>2,411</b>	<b>0</b>	<b>0</b>	<b>9,950</b>	<b>0</b>	<b>0</b>
	<b>100 Net Income over Expenditure</b>	<b>419,727</b>	<b>439,239</b>	<b>486,725</b>	<b>488,020</b>	<b>0</b>	<b>0</b>	<b>10,050</b>	<b>0</b>	<b>0</b>
6001	less Transfer To EMR	0	19,364	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>419,727</b>	<b>419,875</b>	<b>486,725</b>	<b>488,020</b>	<b>0</b>		<b>10,050</b>		
<b>101</b>	<b>Moorland Parade</b>									
1102	Rent for 1a Moorland Parade	7,250	8,090	7,975	3,006	0	0	8,374	0	0
1103	Rent 1b for Moorland Parade	2,150	2,257	2,150	0	0	0	0	0	0
	<b>Total Income</b>	<b>9,400</b>	<b>10,348</b>	<b>10,125</b>	<b>3,006</b>	<b>0</b>	<b>0</b>	<b>8,374</b>	<b>0</b>	<b>0</b>
4001	Gas	1,500	1,280	1,350	328	0	0	1,418	0	0
4002	Electric Supply	1,700	733	1,400	417	0	0	1,470	0	0
4005	Telephone/Internet	2,200	2,420	2,420	1,319	0	0	2,541	0	0
4011	Water Supply	525	308	580	292	0	0	615	0	0

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Note: LMUTC Draft 2 Full Budget 26-27 (F&amp;A 14.10.25)

		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	Burglar Alarm	510	386	561	360	0	0	589	0	0
4020	Window Cleaning	300	145	300	105	0	0	300	0	0
4025	Repairs	5,000	5,169	10,000	8,595	0	0	15,000	0	0
4240	Insurance	0	0	0	4,739	0	0	0	0	0
4380	General Expenditure	1,000	521	1,000	925	0	0	2,000	0	0
4402	Refuse Collection	750	712	825	343	0	0	866	0	0
	<b>Overhead Expenditure</b>	<b>13,485</b>	<b>11,675</b>	<b>18,436</b>	<b>17,422</b>	<b>0</b>	<b>0</b>	<b>24,799</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(4,085)</b>	<b>(1,328)</b>	<b>(8,311)</b>	<b>(14,416)</b>	<b>0</b>		<b>(16,425)</b>		
<b>102</b>	<b>Staff Costs</b>									
4101	Clerk's Gross Salary	47,925	50,336	51,850	24,178	0	0	56,125	0	0
4102	Office Manager Gross Salary	0	183	0	1,189	0	0	18,967	0	0
4103	Clerical Assist. Gross Salary	21,925	21,459	21,532	10,787	0	0	23,144	0	0
4105	Cleaners Salary	1,156	1,190	1,251	635	0	0	1,352	0	0
4106	Deputy Clerk Gross Salary	35,209	38,319	38,922	19,139	0	0	41,956	0	0
4110	Groundsman Gross Wages	35,925	40,283	43,845	21,353	0	0	45,122	0	0
4111	Street Cleansing Operative	16,000	0	16,000	0	0	0	0	0	0
4112	Assistant Groundsman	26,425	30,888	31,969	15,657	0	0	32,892	0	0
4115	Weekend Rec Caretaker	10,000	9,133	14,600	4,003	0	0	10,000	0	0
4117	Grounds Maintenance Services	20,863	20,863	22,376	11,075	0	0	22,780	0	0
4118	Employers NI	13,959	15,373	25,908	10,564	0	0	29,300	0	0
4119	Employers Superann	40,350	41,469	44,598	21,765	0	0	50,205	0	0
4124	Training	2,500	1,045	2,500	10	0	0	2,000	0	0
4130	Expenses - Clerk	0	0	0	4	0	0	0	0	0

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Note: LMUTC Draft 2 Full Budget 26-27 (F&amp;A 14.10.25)

		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4131	Expenses - Clerical Asst.	0	1	0	0	0	0	0	0	0
4156	Chairman's Allowances	780	23	1,000	1,000	0	0	1,250	0	0
4380	General Expenditure	0	92	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>273,017</b>	<b>270,657</b>	<b>316,351</b>	<b>141,360</b>	<b>0</b>	<b>0</b>	<b>335,093</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(273,017)</b>	<b>(270,657)</b>	<b>(316,351)</b>	<b>(141,360)</b>	<b>0</b>		<b>(335,093)</b>		
<b>103</b>	<b>Administration</b>									
4005	Telephone/Internet	0	435	0	0	0	0	0	0	0
4201	Stationery	1,100	1,232	1,210	624	0	0	1,000	0	0
4205	Photocopier Rental	400	468	534	266	0	0	1,250	0	0
4210	Fees and Subscriptions	2,400	2,708	3,000	2,570	0	0	3,150	0	0
4215	Annual Assembly Costs	150	260	200	0	0	0	200	0	0
4220	Computer Costs	3,200	7,746	8,000	6,190	0	0	10,000	0	0
4230	Postage and Contingency	250	17	200	0	0	0	200	0	0
4231	Tea, coffee etc	220	142	220	86	0	0	220	0	0
4232	Cleaning Products	200	224	150	39	0	0	150	0	0
4239	Franking Machine	500	0	0	0	0	0	0	0	0
4240	Insurance	4,500	4,573	5,000	0	0	0	5,250	0	0
4250	Audit Fees	2,000	2,585	2,200	-75	0	0	2,310	0	0
4251	Legal Expenses	5,000	4,632	3,500	0	0	0	5,000	0	0
4252	Other Professional Fees	1,500	4,147	4,650	455	0	0	5,000	0	0
4261	Town Plan	1,000	0	1,000	0	0	0	1,000	0	0
4265	Election Costs	500	50	0	0	0	0	0	0	0
4380	General Expenditure	1,000	328	1,000	329	0	0	13,000	0	0

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		<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	23,920	29,548	30,864	10,483	0	0	47,730	0	0
	<b>Movement to/(from) Gen Reserve</b>	(23,920)	(29,548)	(30,864)	(10,483)	0		(47,730)		
<b>104</b>	<b><u>Grants &amp; Donations</u></b>									
4282	Grant Aid	4,100	4,100	9,070	12,269	0	0	9,150	0	0
	<b>Overhead Expenditure</b>	4,100	4,100	9,070	12,269	0	0	9,150	0	0
	<b>Movement to/(from) Gen Reserve</b>	(4,100)	(4,100)	(9,070)	(12,269)	0		(9,150)		
<b>105</b>	<b><u>The Grove</u></b>									
1132	Venue Hire-The Grove	11,400	12,163	12,000	4,604	0	0	12,600	0	0
	<b>Total Income</b>	11,400	12,163	12,000	4,604	0	0	12,600	0	0
4001	Gas	1,500	1,879	1,650	478	0	0	1,733	0	0
4002	Electric Supply	1,750	845	1,900	461	0	0	1,995	0	0
4005	Telephone/Internet	420	395	360	186	0	0	378	0	0
4011	Water Supply	700	1,953	870	364	0	0	914	0	0
4015	Burglar Alarm	0	37	0	0	0	0	500	0	0
4017	Safety Equipment-The Grove	0	10	0	47	0	0	700	0	0
4018	Cleaning-The Grove	500	777	300	595	0	0	1,000	0	0
4021	Licences-The Grove	1,000	734	2,000	1,039	0	0	1,500	0	0
4022	Grove Improvements	0	0	15,000	176	0	0	30,000	0	0
4025	Repairs	22,000	18,023	5,000	115	0	0	6,000	0	0
4380	General Expenditure	2,000	97	2,000	595	0	0	2,000	0	0
4401	Maintenance	0	102	0	0	0	0	0	0	0

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Note: LMUTC Draft 2 Full Budget 26-27 (F&amp;A 14.10.25)

	<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	29,870	24,852	29,080	4,055	0	0	46,720	0	0
<b>105 Net Income over Expenditure</b>	-18,470	-12,689	-17,080	549	0	0	-34,120	0	0
6001 less Transfer To EMR	0	4,922	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(18,470)</u>	<u>(17,611)</u>	<u>(17,080)</u>	<u>549</u>	<u>0</u>		<u>(34,120)</u>		
<b>Total Budget Income</b>	451,527	466,493	518,250	498,041	0	0	40,974	0	0
<b>Expenditure</b>	355,392	345,575	413,201	188,000	0	0	473,442	0	0
<b>Net Income over Expenditure</b>	<u>96,135</u>	<u>120,917</u>	<u>105,049</u>	<u>310,040</u>	<u>0</u>	<u>0</u>	<u>-432,468</u>	<u>0</u>	<u>0</u>
less Transfer To EMR	0	24,286	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>96,135</u>	<u>96,631</u>	<u>105,049</u>	<u>310,040</u>	<u>0</u>		<u>(432,468)</u>		