

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY the 13 December 2026** 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 C Squires
Cllr W T Pipe

Also in attendance: Cllr R Burns
Mrs S Samways, Admin Officer

372/25 PUBLIC PARTICIPATION

There were no members of the public present.

373/25 DECLARATIONS OF INTEREST

There were no declarations of interest received.

374/25 APOLOGIES

Cllr M Pryor – non-business
Cllr S Robinson – non-business
Mrs K Cane – non-business
Mrs K Osborne – non-business

375/25 CLERK'S REPORT

Members received the following report:

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

The Council's response has now been submitted. Dorset Council received over 10,000 responses across both the Local Plan and Transport Plan consultations. Dorset Council is now reviewing all feedback to help shape the final versions of both plans. It also thanks residents for their understanding during the technical issues with the online surveys and has stated its commitment to improving future consultations.

The Local Transport Plan will be finished first, with a report on consultation feedback expected in early 2026. The final plan will be published in spring 2026 and will guide transport across Dorset for the next 15 years.

In mid 2026, a summary of responses to the Local Plan options consultation will be published and the council will continue to prepare the final version of the plan. This will be submitted to the government for independent review. If approved, the Local Plan is expected to be adopted by late 2027.

RAG

Early themes emerging from online feedback indicate that the Local Plan drew strong opposition to the government set target of 3,246 homes per year. Meanwhile, the Transport Plan revealed deep concern about the decline of rural bus services and the need for better connectivity.

Dorset Council has confirmed that they will be running three Town and Parish Council Forums in 2026 (in person or virtually) to provide updates on the Dorset Local Plan, the Dorset Design Code, the Local Nature Recovery Strategy, Neighbourhood Plans, Planning Enforcement and Building Control. The first meeting will be on 3 February in Dorchester. Cllr Griffin and the Acting Town Clerk has confirmed their attendance.

Neighbourhood Plan Update: See Appendix 1.

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

Town and Parish Council have been invited to take part in the Area Forum pilots. LMUTC has registered an interest. DAPTC will be meeting with Dorset Council to next steps in developing the Area Forum pilots, and councils can expect to see some further communications in February. Cllr Griffin and the Acting Town Clerk are attending the first of 3 meetings on 3 February 2026.

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

Sebastian Lewis is now in post, commencing employment on January 2026 and has settled in as a new member of the LMUTC team well; he is currently working on research for Cllr Griffin and the Acting Town Clerk.

Appendix 1 – Neighbourhood Plan Update Jan 2026

At its meeting on 18 November 2025, Council agreed to move forward, in principle, with the development of a Neighbourhood Plan for the town, subject to further investigations/research and a full briefing paper being presented to the Council in the new year.

In response to this, due diligence work has been carried out to support the Council in deciding whether to move forward with a Neighbourhood Plan. A full report will be presented to the Town Council on 20 January 2026.

As part of this due diligence work, Cllr Griffin and the Acting Town Clerk recently met with Senior Planning Policy Officer at Dorset Council, Rachel Noke. Rachel works within the team which assesses Neighbourhood Plan applications and provides applicants with advice and guidance (Dorset Council has a statutory duty to provide support). The takeaway points from this meeting are as follows:

- The Locality website is an important resource to consult and provides useful step-by-step guides to the process.

- When setting the boundaries of the neighbourhood area, it's strongly recommended that the whole of the town is included (Lytchett Minster & Upton).
- Advised that the allocated budget set aside for the plan in 26/27 (£13,000) is a healthy start. CIL funds can be used to fund the plan although the Town Council's CIL funds are limited.
- It's feasible to carry out the community engagement prior to instructing a consultant.
- The plan should be community led with a working party consisting of 8-10 people, including 3-4 being councillors as a maximum.
- The plan can include a policy to protect/influence planning decisions relating to certain areas such as Lytchett Bay View, Moorland Parade, small green spaces transferred to the Council from Purbeck District Council.
- Projects can be identified such as cycle routes, village hall, new schools, a local centre in a new development.
- We discussed the option to include a masterplan for the central area of Upton to make it more of a central hub area which could incorporate a redesign of the double roundabout lay-out. The skills of a urban designer would be required and would be very much a long-term plan.
- Producing a plan is a time-consuming process and takes up many volunteer hours, therefore, Council needs to be sure on the benefits of producing one.

Following this meeting, Dorset Council released a statement to town and parish councils regarding the relationship between the emerging Dorset Council Local Plan and emerging Neighbourhood Plans. Key messages from the statement are:

- With regards to neighbourhood plans being progressed in the Dorset Council area, including reviews of plans that have already been made (adopted), the Council is aware that some Neighbourhood Plan Groups decided to pause work on their plans in advance of the Local Plan Options Consultation commencing in August. These groups may now want to progress work on their plans in the knowledge of the content of the Local Plan Options Consultation document including the housing opportunity sites consulted upon. However, if groups want greater certainty regarding the content of the emerging local plan they may wish to wait until the submission version of the plan is published for consultation, which as set out above, is due to be in the summer of 2026. Ultimately, the speed at which groups wish to progress their plans is a decision for each respective group to take.
- Turning to the matter of the relationship between neighbourhood plans and the emerging Dorset Council Local Plan (DCLP), the Government's Planning Practice Guidance outlines the importance of minimising conflicts between policies in neighbourhood plans and those in an emerging local plan, including in respect of housing supply policies. Relevant planning legislation requires that any conflict must be resolved in favour of the policy which is contained in the last document to become part of the development plan. Therefore, on adoption of the DCLP, policies in the plan will take precedence over policies in made (adopted) neighbourhood plans where they are in conflict.

Neighbouring Town Council experience:

- Wimborne Minster Town Council has agreed to move forward with a plan and is at the beginning of the process. They are being supported by an experienced local consultant firm, ECA Architecture and Planning with officer support from the Deputy Town Clerk.
- Corfe Mullen Town Council - The Council originally resolved to commence developing a Neighbourhood Plan in 2021. An external consultant was appointed and a Steering Group was formed. However, community participation has been limited to a small core group of volunteers and, interestingly, with the exception of one,

R.A.C.

Councillors did not wish to be involved. As a result, in September 2023 the Steering Group stood down, feeling unsupported by Councillors, and the Council resolved to pause work on the plan until after the May 2024 elections in the hope that new Councillors might "pick up the baton".

Cllr Griffin reminded members a decision needs to be finalised at the January 2026 Town Council meeting next week.

Following discussion it was agreed to present a committee 'view' to Town Council as follows:

- (a) Proceed with Neighbourhood Plan preparations (whilst awaiting the publication of the Local Plan in summer 2026.
- (b) Reach out to the community by holding a public forum to present the purpose and meaning of a Neighbourhood Plan to gauge opinion
- (c) Reach out to selected members of the public who have expressed an interest and/or may have relevant knowledge and experience
- (d) Present to all councillors to impart the purpose and meaning of a Neighbourhood Plan including the existing 2006/07 Town & Parish Plan information; as this process requires the support and input of our councillors.

376/25 CORRESPONDENCE

There was no correspondence to review.

377/25 TO RECEIVE AND APPROVE AN UPDATED COUNCILLOR OFFICER PROTOCOL:

It was **PROPOSED**, **SECONDED** and **RESOLVED** unanimously to approve the updated Councillor Officer protocol received.

378/25 TO RECEIVE AND APPROVE BANK RECONCILIATIONS UP TO 31 DECEMBER 2025 TO BE SIGNED BY CHAIR AND VICE-CHAIR AND BALANCE SHEET TO 31 DECEMBER 2025.

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

379/25 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

The financial summary of accounts was reviewed and noted.

380/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. Cllr Griffin updated members that he has had success with funding donations for the proposed Education Bursary.

381/25 Due to the nature of the following business to be transacted under the next agenda item (agenda item 4), the Committee RESOLVED to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

381/25 TO RECEIVE A CONFIDENTIAL STAFFING UPDATE

Members received and noted the confidential staffing update.

R.N.C.

382/25 TO RECEIVE AN UPDATE ON YOUTH SERVICES

Members discussed the existing provision of clubs, societies and activities for the young people of our town. Cllr White requested to consult the Community Projects and Support Officer's current research. Members discussed ways of contributing other than by a 'Youth Club'. It was suggested to contact existing groups such as the Guide and Scout associations, cadets, CJ's, the schools etc to find out their needs; the Town Council could assist in many alternative ways eg: providing equipment or funding individuals unable to join clubs due to financial issues.

There being no further business, the Chair closed the meeting at 7.40pm.

Chair.....*R. A. Gull*.....

Date.....*20-1-26*.....

Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

	<u>24/25</u>		<u>25/26</u>			<u>26/27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	Carried Forward
100 Finance								
1076 Precept	428,227	428,227	481,125	481,125	0	0	0	0
1081 CIL Payments Received	0	0	0	913	0	0	0	0
1090 Bank Interest	2,500	15,727	15,000	10,224	0	0	20,000	0
1130 Miscellaneous Income	0	27	0	29	0	0	0	0
Total Income	430,727	443,982	496,125	492,291	0	0	20,000	0
3998 Vehicle Running Costs	4,000	3,358	4,400	1,855	0	0	4,700	0
4001 Gas	0	0	0	34	0	0	0	0
4380 General Expenditure	7,000	1,385	5,000	2,277	0	0	5,250	0
Overhead Expenditure	11,000	4,743	9,400	4,167	0	0	9,950	0
100 Net Income over Expenditure	419,727	439,239	486,725	488,125	0	0	10,050	0
6001 less Transfer To EMR	0	19,364	0	0	0	0	0	0
Movement to/(from) Gen Reserve	419,727	419,875	486,725	488,125	0	0	10,050	0
101 Moorland Parade								
1102 Rent for 1a Moorland Parade	7,250	8,090	7,975	3,006	0	0	8,374	0
1103 Rent 1b for Moorland Parade	2,150	2,257	2,150	0	0	0	0	0
Total Income	9,400	10,348	10,125	3,006	0	0	8,374	0
4001 Gas	1,500	1,280	1,350	373	0	0	1,418	0
4002 Electric Supply	1,700	733	1,400	541	0	0	1,470	0
4005 Telephone/Internet	2,200	2,420	2,420	1,540	0	0	2,541	0
4011 Water Supply	525	308	580	292	0	0	615	0
4015 Burglar Alarm	510	385	561	360	0	0	589	0

Continued on next page

Lytchett Minster & Upton Town Council

Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

	<u>24/25</u>		<u>25/26</u>			<u>26/27</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4020 Window Cleaning	300	145	300	120	0	0	300	0	0
4025 Repairs	5,000	5,169	10,000	9,970	0	0	8,000	0	0
4240 Insurance	0	0	0	4,739	0	0	0	0	0
4380 General Expenditure	1,000	521	1,000	1,475	0	0	2,000	0	0
4402 Refuse Collection	750	712	825	460	0	0	866	0	0
Overhead Expenditure	13,485	11,675	18,436	19,868	0	0	17,799	0	0
Movement to/(from) Gen Reserve	(4,085)	(1,328)	(8,311)	(16,862)	0		(9,425)		
102 Staff Costs									
4101 Clerk's Gross Salary	47,925	50,336	51,850	32,332	0	0	56,125	0	0
4102 Office Manager Gross Salary	0	183	0	1,189	0	0	19,500	0	0
4103 Clerical Assist. Gross Salary	21,925	21,459	21,532	14,295	0	0	23,144	0	0
4105 Cleaners Salary	1,156	1,190	1,251	856	0	0	1,352	0	0
4106 Deputy Clerk Gross Salary	35,209	38,319	38,922	25,270	0	0	41,956	0	0
4110 Groundsman Gross Wages	35,925	40,283	43,845	27,761	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	20,509	0	0	32,892	0	0
4115 Weekend Rec Caretaker	10,000	9,133	14,600	5,776	0	0	10,000	0	0
4117 Grounds Maintenance Services	20,863	20,863	22,376	16,498	0	0	22,780	0	0
4118 Employers NI	13,959	15,373	25,908	12,588	0	0	29,300	0	0
4119 Employers Superann	40,350	41,469	44,598	29,276	0	0	50,205	0	0
4124 Training	2,500	1,045	2,500	24	0	0	2,000	0	0
4130 Expenses - Clerk	0	0	0	4	0	0	0	0	0
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

Continued on next page

Lythcott Minster & Upton Town Council

Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

	24/25		25/26			26/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	Carried Forward
4380 General Expenditure	0	92	0	0	0	0	0	0
Overhead Expenditure	273,017	270,657	316,351	187,379	0	0	335,626	0
Movement to/(from) Gen Reserve	(273,017)	(270,657)	(316,351)	(187,379)	0	0	(335,626)	0
103 Administration								
4005 Telephone/Internet	0	435	0	0	0	0	0	0
4201 Stationery	1,100	1,232	1,210	624	0	0	1,000	0
4205 Photocopier Rental	400	468	534	266	0	0	1,250	0
4210 Fees and Subscriptions	2,400	2,708	3,000	2,694	0	0	3,150	0
4215 Annual Assembly Costs	150	260	200	0	0	0	200	0
4220 Computer Costs	3,200	7,746	8,000	6,876	0	0	6,000	0
4230 Postage and Contingency	250	17	200	0	0	0	200	0
4231 Tea, coffee etc	220	142	220	102	0	0	220	0
4232 Cleaning Products	200	224	150	39	0	0	150	0
4239 Franking Machine	500	0	0	0	0	0	0	0
4240 Insurance	4,500	4,573	5,000	0	0	0	5,250	0
4250 Audit Fees	2,000	2,585	2,200	-75	0	0	2,310	0
4251 Legal Expenses	5,000	4,632	3,500	0	0	0	5,000	0
4252 Other Professional Fees	1,500	4,147	4,650	887	0	0	5,000	0
4261 Town Plan	1,000	0	1,000	0	0	0	1,000	0
4265 Election Costs	500	50	0	0	0	0	0	0
4380 General Expenditure	1,000	328	1,000	421	0	0	13,000	0
Overhead Expenditure	23,920	29,548	30,864	11,833	0	0	43,730	0
Movement to/(from) Gen Reserve	(23,920)	(29,548)	(30,864)	(11,833)	0	0	(43,730)	0
104 Grants & Donations								

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

	24/25		25/26				26/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4282									
Grant Aid	4,100	4,100	9,070	12,269	0	0	9,150	0	0
	4,100	4,100	9,070	12,269	0	0	9,150	0	0
	(4,100)	(4,100)	(9,070)	(12,269)	0		(9,150)		
105									
The Grove									
Venue Hire-The Grove	11,400	12,163	12,000	5,448	0	0	12,600	0	0
	11,400	12,163	12,000	5,448	0	0	12,600	0	0
	1,500	1,879	1,650	526	0	0	1,733	0	0
Gas									
Electric Supply	1,750	845	1,900	637	0	0	1,995	0	0
Telephone/Internet	420	395	360	216	0	0	378	0	0
Water Supply	700	1,953	870	364	0	0	914	0	0
Burglar Alarm	0	37	0	105	0	0	500	0	0
Safety Equipment-The Grove	0	10	0	226	0	0	700	0	0
Cleaning-The Grove	500	777	300	1,336	0	0	1,000	0	0
Licences-The Grove	1,000	734	2,000	1,214	0	0	1,500	0	0
Grove Improvements	0	0	15,000	176	0	0	15,000	0	0
Repairs	22,000	18,023	5,000	722	0	0	6,000	0	0
General Expenditure	2,000	97	2,000	595	0	0	2,000	0	0
Maintenance	0	102	0	0	0	0	0	0	0
	29,870	24,852	29,080	6,117	0	0	31,720	0	0
Overhead Expenditure									
105 Net Income over Expenditure	-18,470	-12,689	-17,080	-669	0	0	-19,120	0	0
less Transfer To EMR	0	4,922	0	0	0	0	0	0	0
	(18,470)	(17,611)	(17,080)	(669)	0		(19,120)		
Movement to/(from) Gen Reserve									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: LMUTC Draft Budget 26 27 FA review 2 25 Nov 25

	<u>24/25</u>		<u>25/26</u>				<u>26/27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	451,527	466,493	518,250	500,745	0	0	40,974	0	0
Expenditure	355,392	345,575	413,201	241,633	0	0	447,975	0	0
Net Income over Expenditure	<u>96,135</u>	<u>120,917</u>	<u>105,049</u>	<u>259,112</u>	<u>0</u>	<u>0</u>	<u>-407,001</u>	<u>0</u>	<u>0</u>
less Transfer To EMR	0	24,286	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>96,135</u>	<u>96,631</u>	<u>105,049</u>	<u>259,112</u>	<u>0</u>	<u>0</u>	<u>(407,001)</u>		

