

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **28 APRIL 2026** 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 D White
Cllr C Squires

Also in attendance: Mrs K Osborne, Town Clerk
Mrs S Samways, Admin Officer
Cllr R Burns

575/25 PUBLIC PARTICIPATION:

There were no members of the public present.

576/25 DECLARATIONS OF INTEREST :

There were no declarations of interest received.

577/25 APOLOGIES:

Cllr W T Pipe – (non-business)

It was **PROPOSED**, **SECONDED** and **RESOLVED** unanimously to accept the apologies.

578/25 CORRESPONDENCE:

There was no correspondence to review.

579/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026:

Members reviewed the Finance & Administration Terms of Reference; it was agreed to 1) remove membership for a Dorset Councillor (dual hatter) and 2) add a clause under 1.22 to include the appointment of staff (with the exception of the Town Clerk) and it was then **PROPOSED**, **SECONDED** and **RECOMMENDED** unanimously for these to be taken to the Town Council Annual Meeting for resolution.

580/25 TO CONSIDER PROPOSALS AND RECOMMENDATIONS FOR THE REVIEW OF THE COUNCIL'S GOVERNANCE ARRANGEMENTS:

The need for a Corporate Plan was identified to create governance arrangements to support it. It was **PROPOSED**, **SECONDED** and **RECOMMENDED** unanimously for a Lytchett Minster and Upton Town Council 5 year Corporate Plan to be established; this process will begin 2026/27 once the Deputy Town Clerk role is appointed and a Working Party formed. A review of the Council's governance structure should then follow the Corporate Plan to ensure priorities and themes align.

581/25 TO RECEIVE THE QUOTATIONS TO UPGRADE THE FIRE DOORS TO THE GROVE AND PAVILION BUILDINGS AT UPTON RECREATION GROUND:

Following the recent external Fire Risk Assessment's recommendation to repair and upgrade the internal fire doors in The Grove, to meet the functionality of regulation FD30SC it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to accept the quotation to replace the fire doors at a total cost of £6,490 (excluding VAT) - to be allocated to budget 301 4401.

582/25 TO RECEIVE AND CONSIDER THE COUNCIL'S ASSET REGISTER FOR THE YEAR ENDING 31 MARCH 2026:

The detailed list of the Lytchett Minster and Upton Town Council's Fixed Assets was reviewed by Members; recent acquisitions were noted and it was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve the Asset Register up to 31 March 2026.

583/25 TO RECEIVE AND SIGN THE BANK RECONCILIATIONS UP TO 31 JANUARY 2026, AS APPROVED BY THE TOWN COUNCIL:

These were received by the committee, and signed by Cllrs Griffin and McKell.

584/25 TO RECEIVE THE FINANCIAL SUMMARY OF ACCOUNTS INCLUDING BALANCE SHEET:

The financial summary of accounts was reviewed and noted.

585/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS:

1. Cllr Griffin updated members on the Town Council's financial grant towards the campaign to save Upton Heath from partition and sale for mineral extraction. The Chief Executive of Dorset Wildlife Trust confirmed this grant is still required and would be used to secure the funding necessary to save this portion of Upton Heath from auction. The Clerk will approve the payment of £10,000 tomorrow 29 April 2026.
2. Cllr Griffin updated members on the enjoyable Retirement Party held at the Bakers Arms to bid farewell to the leaving Town Clerk.
3. Cllr Griffin reported on a recent enquiry re: hire of Upton Rec football pitches, it was explained these are no longer available for ad hoc hire due to an ongoing contract with one team for exclusive use of the facilities. The enquirer objected to a community asset being allocated solely to one team. The Clerk has sought legal advice, the existing contract is permissible as it is in the best interest of the Rec. It was raised that having an adult male team playing alongside a number of youth teams poses a safeguarding issue, also there are a number of appropriate pitches locally available to hire by adult male football teams. This would be formally considered at the next Town Council meeting.

586/25 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.

587/25 TO RECEIVE A CONFIDENTIAL STAFFING UPDATE

Members received and noted the confidential staffing update as detailed in the report (Ref: MAF&AAPR26Doc8).

588/25 TO RECEIVE A CONFIDENTIAL REPORT ON COUNCIL OWNED LAND AT FRAMPTON TERRACE:

The report (Ref: MAF&AAPR26Doc9) was due to be considered at the Full Council meeting on 14 April 2026, but it was deferred. It was presented to the Committee under its responsibilities for the Council's assets and to make recommendations to Full Council. The Council has been approached by a resident of Poole Road who had registered an interest in purchasing the garden plot fronting their property. After discussion it was **PROPOSED, SECONDED** and **RECOMMENDED** that the Council does not dispose of any of its land at Frampton Terrace, Poole Road, Upton.

There being no further business, the Chair closed the meeting at 7.25pm.

Chair.....

Date.....

