

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **FINANCE & ADMINISTRATION COMMITTEE** meeting held on **TUESDAY** the **4 March 2025** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Cllr R Griffin (in the Chair)
Cllr McKell (Deputy Mayor)
Cllr M Pryor
Cllr B Pipe
Cllr J R Burns
Cllr D White

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

461/24 PUBLIC PARTICIPATION

There were no members of the public present.

462/24 DECLARATIONS OF INTEREST

There were no declarations of interest received.

463/24 APOLOGIES

No apologies were received.

464/24 CLERK'S REPORT

There was no clerk's report.

465/24 CORRESPONDENCE

A planning consultation letter had been received from Cornerstone, a mobile infrastructure services company advising of a proposed equipment upgrade to the existing mast at the old telephone exchange site. This will provide enhanced 2G, 3G, 4G coverage and capacity for Vodafone as well as new 5G service provision to ensure that its customers experience access to the latest technologies currently available. The upgrade will also meet the extra demands on the network in this area as new technologies improve increasing the demand for 4G and 5G technologies. The Town Council had been invited to put forward its comments on the proposal by 10 March 25. The Town Council had no comments to make.

466/24 TO CONSIDER QUOTATIONS FOR THE INSTALLATION OF SOLAR PANELS ON THE TOWN COUNCIL OFFICE BUILDING (1 MOORLAND PARADE) AND ELECT AN AGREED CONTRACTOR.

Members reviewed the quotations received for the installation of solar panels to the roof of 1 Moorland Parade, as detailed in the accompanying report.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** that Quotation 1 be accepted at a cost of £5,250.00.

467/24 TO CONSIDER A STRATEGIC IMPROVEMENT PLAN FOR UPTON RECREATION GROUND/THE GROVE.

It was agreed that this item be deferred to the next meeting, following a meeting of the freeholder of the recreation ground.

468/24 TO REVIEW AND APPROVE THE SAFEGUARDING POLICY

Members received and considered a revised Safeguarding Policy which reflected the policy template of the Society of Local Councils Clerks.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to approve the revised Safeguarding Policy, subject to the agreed amendments.

469/24 TO REVIEW AND APPROVE A REVISED SEXUAL HARASSMENT POLICY INCLUDING ASSOCIATED RISK ASSESSMENT AND ACTION PLAN.

Members received and considered a revised Sexual Harassment Policy which reflected the legal duty on employers imposed by the Worker Protection (Amendment of Equality Act 2010) Act 2023 to proactively take reasonable steps to prevent sexual harassment in the workplace. The policy is accompanied by a risk assessment which is a legal requirement to comply with the preventative duty.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to approve the Sexual Harassment Policy and accompanying risk assessment and action plan, subject to the following amendments:

1. Add that the policy should be read in conjunction with other policies such as the Harassment Policy and Lone Working Policy.
2. Review the introductory statement to make it stronger.
3. Amend the Red, Amber Green (RAG) status to the action plan.

470/24 TO RECEIVE AND APPROVE THE BANK RECONCILIATIONS UP TO 31 JANUARY 2025 TO BE SIGNED BY THE CHAIR AND VICE-CHAIR

The bank reconciliations for January 2025 were received and noted.

It was **PROPOSED, SECONDED** and **APPROVED UNANIMOUSLY** for the bank reconciliation for January 2025 be signed by the Chair and Vice-Chair.

471/24 TO RECEIVE FINANCIAL SUMMARY OF ACCOUNTS

Members noted the contents of the report.

472/24 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. A consultation was taking place on proposals for a new skatepark at Turlin Moor which may benefit the town's younger residents.
2. The Town Council had now formally responded to a recent complaint of a confidential nature.

3. The Mayor and Town Clerk was scheduled to meet Dorset Council's Portfolio Holder for Children's Services, Education and Skills on 10 April.
4. Members were reminded that the Highways meeting would be taking place this week on Thursday 6 March.
5. The tenants occupying 1B Moorland Parade had advised that Council of their departure and would be providing formal notice to vacate. Options to re-let the space would need to be considered.
6. An update was provided on current issues affecting Moorland Parade.
7. Upton Together will be holding another Easter Egg Hunt Quiz at the recreation ground on Easter Sunday (20 April)

There being no further business, the Chair closed the meeting at 7.45 pm.

Chair.....

Date.....