

FINANCE AND POLICY COMMITTEE MEETING
Lytchett Matravers Parish Council
MINUTES of the Meeting held on June 6th 2011 in the Village Hall at 7:30 p.m.

PRESENT: Cllrs K Norris (Chairman), A Bush, J Taylor and the Parish Clerk (T Watton).

- 1. APOLOGIES.** Cllrs R Miller, M Colvey, and D Gillard
- 2. DECLARATIONS OF INTEREST.** There were none.
- 3. LIBRARY SERVICE – UPDATE ON RESPONSE TO DCC.** Thanks were expressed to Cllr Bush for his work in ensuring this letter of response was produced. After a brief review – with particular consideration to paragraph 8 – it was **AGREED** to ask the Parish Clerk to send it to Ms T Long of the Library Service, DCC.
- 4. ELECTION OF COMMITTEE CHAIRMAN & VICE-CHAIRMAN.** Cllr Norris was nominated as Chairman and Cllr Bush as Vice Chairman. Both were unanimously elected.
- 5. MINUTES OF THE MEETING** on 4th April 2011 were **ACCEPTED** as a true record and signed by the Chairman.

6. MATTERS ARISING

Minute 10, 4th of October 2010 (Lytchett Astro partnership agreement). The Parish Clerk explained that the Football Foundation had been in touch to set up a “Support Meeting” to follow up on the one which had taken place in September 2010. This has been set up to take place on Tuesday 19th July at 12:30 – initially on the Lytchett Astro site. This had prompted activity to address some key issues which the Football Foundation had been critical of at the meeting last September – (i) the establishment of a partnership agreement between the Parish Council, Sports Club and the school, (ii) the establishment of quarterly liaison meetings, and (iii) a programme of maintenance for the facility. It is noted that item (iii) is dependent on item (i) as the partnership agreement is an important enabler to the Sports Club formally taking over the responsibility for the Astro facility.

It was noted that all three parties now seem happy with the draft partnership agreement. It was agreed that the Parish Clerk is to contact Peter Ashton to request that he contacts Cllr Bush with the details of the Sports Club’s input to section 3 (second paragraph) and section 5.1(c). Cllr Bush will then merge this with the school’s copy and produce 4 identical copies to be circulated for signature by representatives of all three parties – one each to be retained by them with the fourth copy also being retained by the Parish Council. **Action : Cllr Bush and the Parish Clerk to act accordingly.**

The committee members were reminded that at the April meeting Cllr Miller reported that the school had identified a location for a storage hut for the Astro maintenance equipment, and that he hoped to arrange for Mr Dorrell and Mr Ashton to meet on site to discuss and finalise this aspect. It was agreed that the Parish Clerk should discuss this immediately with Mr Ashton and encourage him to contact Mr Dorrell to finalise this. **Action: Parish Clerk to contact Mr Ashton accordingly.**

Minute 10, 4th October 2010 (Lytchett Astro timetable for quarterly liaison meetings). In correspondence with Cllrs Bush and Miller, David Dorrell (school) and Peter Ashton (Sports Club) the Parish Clerk had suggested establishing a programme of quarterly liaison meetings to be held at 7:30pm immediately prior to the Full Council meetings in July, October, January and April each year. This suggestion had already met with some support and no dissent amongst the stakeholders. After a brief discussion it was agreed to **RECOMMEND** this to Full Council.

Minute 10, 4th October 2010 (date of next meeting with sports club to progress transfer of Lytchett Astro). After discussion it was agreed to **RECOMMEND** to Full Council that the formal handover takes place at the first quarterly liaison meeting – i.e. 7:30pm on 18th July 2011 in the Village Hall.

Minute 14, 6th December 2010, 2nd bullet point (Notified changes to terms of Santander Current Account) The Parish Clerk reported that no further information had come to light regarding the operation of their new “minimum activity” rule on current accounts. *Action: Parish Clerk to write to Santander Customer Services to pursue this point.*

Minute 10, 7th February 2011. Damaged lighting bollards, Lytchett Astro: The Parish Clerk reported that this work had now been undertaken by LTL Lighting Ltd and a claim submitted to Came & Co (insurers).

Minute 6, 4th April 2011. Remedial work at Foxhills play area. This work has been undertaken, with the exception of the removal of the concrete plug, which is below surface level and not considered a risk.

Minute 8, 4th April 2011. Listing of all council formal written policies. CARRIED OVER.

Minute 10, 4th April 2011. Wear / damage to Recreation Ground swing seats. CARRIED OVER pending receipt of play area annual inspection report.

7. RECEIPT OF YEAR END BANK RECONCILIATION AND ACCOUNTS FOR 2010/11.

The Parish Clerk referred to the full working accounts files which had been circulated to all council members prior to the meeting. It was noted that there is a £3.18 discrepancy on the bank reconciliation which it expected to be resolved once the hard copies of the bank statements are received.

8. FOXHILLS PLAY AREA – PRESENTATION OF HIGHLIGHT REPORT AND ISSUES / QUESTIONS FOR THE COUNCIL’S ATTENTION

It was noted that it had been agreed at the May Environment and Amenities Cttee meeting that status reporting would change to bi monthly. The next being due at the E&A Cttee meeting in July. In the meantime there were no issues to report.

9. REVIEW OF OPTIONS FOR YEAR END ACCOUNTS.

Those present were reminded that this agenda slot was intended to review the two options – presentation of the accounts on a income and expenditure basis (as present) or receipts and payments. The Parish Clerk explained that Mr Peacock is preparing a set of the 2010/11 year end accounts on a receipts and payments basis for comparison and discussion purposes, but had contacted him to advise that he was unable to attend the meeting, and had asked if this could be rearranged for 5pm on 1st August (i.e. the date of the next Finance & Policy Cttee meeting). This was **AGREED**. *Action: Parish Clerk to advise Mr Peacock accordingly.*

10. CONSIDERATION AND DECISIONS ON APPLICATIONS FOR GRANTS FOR 2011-12

All received applications were carefully considered and the **RECOMMENDED** awards are detailed in Appendix A to these minutes.

11. CONSIDERATION OF ANNUAL RETURN 2010/11 FOR RECOMMENDATION OF FULL COUNCIL.

It was noted that the Parish Clerk is awaiting some advice on this from Mr Peacock.

12. CONSIDERATION OF SECURITY OF PARISH COUNCIL DOCUMENTS AND RECORDS (a) HISTORICAL, (b) CURRENT

Cllr Taylor expressed some concern about the number of keys which had been issued for the Parish Office. After some discussion it was **AGREED** that the Parish Clerk should get the lock changed. It was also **AGREED** that the Parish Clerk should obtain a price for four fireproof lockable filing cabinets.

Action: Parish Clerk to act accordingly.

It was also noted that the Parish Office contains the accounts and minute books of the Parish Council dating back to its formation in the 19th Century. It was **AGREED** to arrange to deposit the historical records with the Dorset Records Office, subject to satisfactory assurances about ease of access should any be needed for purposes of Parish Council business. *Action: Parish Clerk to contact the DRO accordingly.*

13. PARISH COUNCIL LONG TERM PLAN

Discussion took place on the paper attached at Appendix B “Spreading the workload”. *Action: Parish Clerk to add an agenda item to the next Planning Cttee meeting to define the scope of the Planning Committee responsibilities.*

It was noted that it is important to keep the identified volunteers involved and interested, given that there is currently no fundraising project ready to go.

Some discussion took place regarding options for the Club Hall. Cllr Norris is to find out who the Youth Worker is and to invite them to visit and advise the council. Village facilities more generally were also discussed – in particular the need to talk to owners / trustees to understand more clearly their potential for greater use.

Three areas of action were agreed:

- 1. That Cllr Norris would develop some words to accompany the paper related to the Club Hall and how it could be used.*
- 2. That the receipt of the annual safety report will trigger a fundraising project for the Recreation Ground Play area.*
- 3. That the Lytchett Link distribution arrangements will be enhanced.*

It was agreed to **RECOMMEND** the attached “Spreading the Workload” paper to Full Council.

14. DISTRIBUTION OF LYTCHETT LINK

It was noted that full distribution to all Lytchett Matravers homes would require around 1500 copies (i.e. three times the size of the current print run).

Agreed Actions:

- 1. Cllr Taylor to explore and obtain printing costs based on 8 single page issues per year, compared with 4 double page issues.*
- 2. Cllr Norris to inquire into quality and costs for door to door deliveries (1500) from Newsquest and Dorset Local Publications.*
- 3. Finance & Policy committee to develop a policy for the content of the Lytchett Link.*

15. FINANCE & POLICY RELATED CORRESPONDENCE

There was none.

16. MATTERS OF INTEREST AND INFORMATION

There was none.

There being no further business the Chairman closed the meeting at 9:25pm

Annotated by/on Approved by/on