

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday March 8th 2023, at 7.00 p.m. in the Blanchard Room, Village Hall

**PRESENT:** Cllr M Attridge (Committee Chair), A Bush, B Barker, K Korenevsky, A Huggins, P Webb, and Mr T Watton (Parish Clerk).

There was one member of the public in attendance.

**PUBLIC PARTICIPATION:**

A member of the public present explained that he was a resident of Charborough Close and that his house backed on to the Lytchett Matravers Youth Hall. He expressed concerns about the proposed refurbishment and plan to utilise the hall as much as possible – particularly because he felt that if the Council’s efforts to find a number of community uses for it were successful, this might result in a substantial increase in noise or other nuisance. He also expressed concern at what he understood to be a significant planned expenditure of local public funding on it which he felt might be put to better uses.

He suggested that it would be helpful if, when the Council has a clearer view of the number, type and extent of activities proposed to take place there, the neighbours will be informed and invited to comment.

In response, the meeting Chair thanked the resident for his remarks. He confirmed that the Council does intend to make improvements to the building to provide a community facility, and wishes to take the views of all residents into consideration. Cllr Bush added that from the 1950s the then County Council had designated the building as a Youth Club – and that those lease conditions still apply today. The lease conditions include provision for two late evenings use per week.

It was further explained that the Council intends to bring this public building back into maximum regular use both daytime and evenings as a community resource. In order to do so a substantial sum of money is planned to be spent on refurbishing it – including insulation, double glazing and new doors, replacement of the roof, and the inclusion of solar panels and other environment-friendly features. The timings of these improvements is dependent on the levels of interest in using it. The first stage will be to improve accessibility for people with disabilities and undertake the re-design of the toilets and other internal layout arrangements. The plans and progress throughout this endeavour will be discussed regularly in public at Parish Council meetings and thus will be covered in the Council minutes or related appendices.

## 1. Apologies:

Cllrs V Abbott, R Aspray, H Khanna, B Lister, and K Morgan

## 2. Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.

There were none.

## 3. To receive and approve minutes of the Finance & Policy Committee meeting held on 8th February 2023

The minutes were **ACCEPTED** as a true record and signed by the Committee Chair.

## 4. To receive and consider reports of past subject matters.

The following matters were included in the Clerk’s report of past subject matters. [nb: comments made or decisions taken at the meeting are shown *in italics]*

1. **F&GP Cttee 11th May 2022, Minute 12 - improvement of bunds on recreation ground.** Regarding the bund around the Village Hall at the Vineyard Close / High Street junction, Cllr Bush indicated that he would follow-up with Mr Colvey regarding information on the cost of the required plants. At the meeting on 28th Sept Cllr Huggins reported that he had followed up with Mr Colvey who will approach the resident concerned to find out what the costs are expected to be. At the Full Council meeting on 25th January the allocation of £150 to fund this was agreed.
2. **F&GP Cttee 13th July 2022, Minute 7 – Clerk to contact Mr Selby to continue the clearance work of allotment plot 33.** This plot has now been let. ***DISCHARGED***
3. **F&GP Cttee 9th Nov 2022, Minute 19 – approach independent arboriculturalists for quotes for independent general survey of the health / stability of trees on Council owned land.** Outstanding action. It was agreed to arrange for this to take place in the Spring of 2023, once the trees are in leaf. **ONGOING**
4. **F&GP 11 Jan 2023, Minute 11 – (a) review of expenditure lines on 2023/24 Expenditure Planning workbook.** *It was reported that**Cllr Bush and the Parish Clerk had undertaken work on this. The matter was queried and it was agreed to consider it outside of the formal meeting to clarify exactly what is required and to what extent those requirements have been met.*
5. **F&GP 11 Jan 2023, Minute 17 Parish Clerk to contact DC Rights of Way team to report that pedestrian access sign (and the post it was mounted on) at the top of Church Walk are missing.** This post and sign have now been replaced. ***DISCHARGED***
6. **F&GP 8th Feb 2023, Minute 5 (a) Parish Clerk to contact Mark Pincott at MPA to chase his follow-up response to a visit the a Council meeting in the summer of 2022 during which he promised to review and feedback on investment options for LMPC.** The Parish Clerk made contact with Mr Pincott, arranged for Investment risk profile to be forwarded to him. Mr Pincott is now searching the market – a response with suggested options is awaited. **b) Parish Clerk to contact Santander Bank to clarify the process for updating the banking mandate / update the list of authorised signatories for those accounts.** The Parish Clerk contacted Santander Bank, clarified the process and obtained the required forms. This included a requirement for a formal minuted proposal naming the new signatories – which was submitted for consideration at the Feb Full Council meeting. This could not be progressed at that meeting and so a revised proposal is to be submitted to the March Full Council meeting.
7. **F&GP 8th Feb, Minute 16 – revised Village hall hire agreement.** This has now been signed and submitted to the Village Hall Bookings Secretary. ***DISCHARGED*** *Note: Parish Clerk to forward the draft schedule of meetings to the VH Bookings Secretary.*
8. **F&GP 8th Feb, Minute 17 – Parish Clerk to book the Village Hall for the coronation event on Sunday 7th May.** This has been booked. ***DISCHARGED***
9. **Planning applications (31 applications listed of which 2 are now shown as approved and 1 dismissed appeal – therefore 28 remain outstanding awaiting LPA or Inspectorate decisions)**

**Planning application 6/2021/0282 Land east of Wareham Road Lytchett Matravers.** Phased residential development of site for 95 dwellings, new vehicular and pedestrian access onto Wareham Road and other associated works including landscaping and open space.DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2021/02674 Cuckoo Hill Deans Drove Lytchett Matravers Dorset BH16 6EQ.**  New dwelling with associated access and parking.

Planning application P/FUL/2021/02738 Land Adjacent 68 The Spinney Lytchett Matravers Dorset BH16 6AS. Erect 1 No 2 bed house with parking. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0365 Caroline Cottage Prospect Road Lytchett Matravers Poole BH16 6ED - Revised.** Alteration to listed building to install a new wood burner and new chimney pot. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HABR/2021/00066 The Barn Sandy Lane Lytchett Matravers Poole BH16 6DB.** Change of use from agricultural to dwelling house. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/00806 Deans House Deans Drove Lytchett Matravers Dorset BH16 6EQ.** Sever land adjacent Dean House and erect new detached dwelling; create new vehicular access. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/01066 Land Adj, Clouds Hill Burbidge Close Lytchett Matravers Poole Dorset.** Sever land and erect 3 bed chalet bungalow with associated parking. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/01095 Land at Blaneys Corner To the east of Wareham Road and south of Wimborne Road. Lytchett Matravers.** Erect 25 dwellings (C3 use class), new vehicular and pedestrian access onto Wimborne Road and other associated works including landscaping and open space. DC planning portal shows that this application has still not yet been determined.

**Planning application P/VOC/2022/01291 164 Wareham Road Lytchett Matravers Poole BH16 6DT.** Variation of Condition 2 & 5 of planning approval 6/2020/0314 (sever plot and erect a detached two storey dwelling with associated access, parking, landscaping and amenity space) to agree to the new building location 700mm further forwards towards the highway and the new foul water drainage connection. DC planning portal shows that this application has still not yet been determined.

**Planning application P/CLE/2022/02881 (Cert of Lawfulness) Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ.** The erection without planning permission of 3 storage/workshop buildings, an agricultural building, a music studio and a toilet block in the positions shown on the attached site plan. DC planning portal shows that this application has still not yet been determined.

**Planning application P/CLE/2022/02911 (Cert of Lawfulness) Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ.** A mixed use comprising the fabrication and repair of horsedrawn vehicles (caravans, carts and wagons); the display and sale of bric-a-brac and collectables; open storage of assorted items including vehicles and portakabins; hobby farming and music festivals within the areas identified on the attached use plan. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/05152 15 Dillons Gardens Lytchett Matravers Dorset BH16 6DW** Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access. DC planning portal shows that this application has still not yet been determined.

**Appeal to the Planning Inspectorate re: P/FUL/2021/03207. 113 Wareham Road Lytchett Matravers Poole BH16 6DZ.** Erect detached 3 bedroom bungalow with associated access, parking and amenity space. **[Appeal Reference: APP/D1265/W/22/3298943].** DC planning portal shows that this appeal has still not yet been determined.

**Appeal to the Planning Inspectorate re: 6/2020/0459 Land off Eddy Green Road, Lytchett Matravers, Poole, BH16 6HL.** Demolish existing outbuildings & erect a new dwelling with associated parking and access. **[Appeal Reference: APP/D1265/W/22/3295769]** DC planning portal shows that this appeal has still not yet been determined.

**Appeal to the Planning Inspectorate re: P/PAAC/2021/05701 (Planning appeal) Land off Eddy Green Road Lytchett Matravers BH16 6HL.** Convert existing agricultural building to a dwelling. **[Appeal Reference: APP/D1265/W/22/3295773].** DC planning portal shows that this appeal has still not yet been determined.

**Planning Inspectorate re P/FUL/2021/05598 (planning appeal) Owls Farm Dolmans Hill Lytchett Matravers BH16 6HP.**  Temporary retention of one storage container - permission needed until 31st December 2022. **[Appeal reference P/D1265/W/22/3303352**]. DC planning portal shows that this appeal has now been **dismissed**.

**P/HOU/2022/06339 Harbour View Middle Road Lytchett Matravers Dorset BH16 6HJ**. Erect front extension & install rear dormers. DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06650 4 Wareham Road Lytchett Matravers Poole BH16 6DP.** Single storey rear extension, demolish existing conservatory. DC planning portal shows that this application has now been **approved.**

**P/FUL/2022/06570 Charborough Park Estate Charborough Park Wareham BH16 6BT.** Proposed rooftop telecommunications installation upgrade and associated ancillary works. DC planning portal shows that this application has still not yet been determined.

**P/FUL/2022/06690 8A High Street Lytchett Matravers Poole BH16 6BQ.** Change of use of the offices to a hot food takeaway outlet (use class A5) and the installation of an external flue on the side elevation. DC planning portal shows that this application has still now been **approved.**

**P/OUT/2022/06101 Bexington Lime Kiln Road Lytchett Matravers Poole BH16 6EL.** Demolish existing buildings and erect 3 dwellings (outline application all matters reserved). DC planning portal shows that this application has still not yet been determined.

**Planning application** **P/HOU/2022/04571 Oakhurst Huntick Road Lytchett Matravers Poole BH16 6BB.** Erect single storey side extension. Alterations to existing out building and create new link to form annexe. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/06986 Chartley Jennys Lane Lytchett Matravers Poole BH16 6BP.** Sever plot, extend existing Pool House to form detached dwelling. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2023/00446 2 Penrose Close Lytchett Matravers BH16 6EF.** Proposed Single Storey Side and Rear Extensions, Single Storey Garden Room and New Front Porch. DC planning portal shows that this application has not yet been determined.

**Planning application P/FUL/2023/00458 Land known at Dyett's Field High Street Lytchett Matravers.** Erect an agricultural building. DC planning portal shows that this application has not yet been determined.

**Planning application P/CLE/2023/00412 Beaconfield Middle Road Lytchett Matravers BH16 6HJ.** The use of six units of accommodation as permanent dwellings at Beaconfield. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2022/04571 Oakhurst Huntick Road Lytchett Matravers Poole BH16 6BB**. (Amended plans) Erect single storey side extension. Alterations to existing out building and create new link to form annexe. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2023/00459 64 Wareham Road Lytchett Matravers Dorset BH16 6DS.** Erect two storey side extension, rebuild front entrance porch, demolish garage and erect fencing.

**Planning application P/HOU/2023/00678 3 Hannams Close Lytchett Matravers Dorset BH16 6DN.** Erect single storey front extension. DC planning portal shows that this application has not yet been determined.

**Planning application P/HOU/2023/00446 (amended plans or additional information) 2 Penrose Close Lytchett Matravers BH16 6EF.** Erect first floor front extension, two storey rear extension, single storey rear and side extension, front porch and detached garden room. DC planning portal shows that this application has not yet been determined.

## 5. To receive and note the 2022-23 year to date bank reconciliation (for purposes of report only).

A copy of the bank reconciliation was made available to all members ahead of the meeting, and is attached at Appendix 1 to these minutes. It was **RESOLVED** to accept and approve this reconciliation.

## 6. To receive and consider a report covering 2022-23 year to date council income and expenditure (for purposes of report only).

The report was made available to all members by the Parish Clerk. It was **RESOLVED** to accept and approve this***.*** The income and expenditure report is included in Appendix 1 to these minutes. It was observed that this report shows a £78.5K variance, the origins of which are not obvious on the report. It was suggested that the introduction of monthly brief commentaries would support this reporting better.

## 7. To consider further documents published on the DC Planning Portal related to planning application P/CLE/2023/00412 Beaconfield Middle Road Lytchett Matravers BH16 6HJ. The use of six units of accommodation as permanent dwellings at Beaconfield.

The Council members present agreed that, as well as reiterating its previously stated core **OBJECTION** to this proposal on the grounds that it is development in the Green Belt, they wished to ask the Planning Case Officer if she was satisfied that there was sufficient actual documentary evidence of the period of the premises being has been used as a dwelling – e.g. records of payment of council tax, etc. In addition the Council members wondered whether the properties meet the minimum standards for dwellings – i.e. in terms of size and compliance with building Regs.

## 8. To consider amended planning application P/HOU/2022/04571 Oakhurst Huntick Road Lytchett Matravers Poole BH16 6BB. (Amended plans) Erect single storey side extension. Alterations to existing out building and create new link to form annexe.

The Council members noted that nothing had changed to address their previously stated and submitted grounds for **OBJECTION,** and so they wished to reiterate it.

## 9. To consider an appeal to the Planning Inspectorate against the refusal of P/CLP/2022/05533 Glenwoods Poole Road Lytchett Matravers Dorset BH21 3RP. Certificate of Lawfulness for the proposed enlargement of the dwellinghouse consisting of a side extension. [Appeal ref APP/D1265/X/23/3314683]

**NO COMMENT**

## 10. To consider planning application (cert of Lawfulness) P/CLE/2023/01028 Chartley Jennys Lane Lytchett Matravers Poole BH16 6BP. Garden shed, 14' x 10', pent roof, timber. For storage of garden tools, chairs, etc.

The Parish Council members wished to **OBJECT** to this proposal on the grounds that the structure is proposed to be erected on Green Belt land. The Council members also noted that the details published on the Planning Portal appear to be insufficient, since they neither make it clear where the shed is proposed to be erected, nor define location of the boundary of the garden curtilage (normally identified by a red line on an approved planning application).

## 11. To undertake an annual review of the Council’s Standing Orders.

A report from the Parish Clerk setting out the proposed changes was made available to members ahead of this meeting. This explained that NALC had published an update to its Model Standing Orders in April 2022 – affecting SO 18 (Financial Controls and Procurement) only – and prompted by Government making some changes to the £ expenditure thresholds for advertising large contracts on Contract Finder website.

In order to ensure the Council’s Standing Orders remain consistent with the Government procurement regulations, the Parish Clerk therefore suggested that the Councilreplaces the entirety of its current Standing Order 18 with the revised model version (copy associated at Appendix 2 to these minutes). It was resolved to **RECOMMEND** adoption of this to Full Council.

## 12. To undertake an annual review of the Council’s Financial Regulations.

A report from the Parish Clerk setting out the proposed changes was made available to members ahead of this meeting. The report explained that NALC had published an update to its Model Financial Regulations in 2019. The Parish Clerk explained that he had compared this line-by-line with the previous (2016) currently adopted version and had discovered that as well as some layout, font and font size changes to improve clarify and navigation, there was a minor wording change (a simplification of examples) in Fin Reg 11.1 (a) ii, and the addition of a regulation related to insurance (inserted at 15.3, and thus displacing the previous reg 15.3 to 15.4).

The Parish Clerk suggested the adoption of the attached 2019 Model Financial Regs document - for the benefits of clarity / ease of use as well as the incorporation of these two changes. Consequently he had tailored the 2019 Model version by inserting at the appropriate places the local additions / adjustments the Council had agreed to the 2016 adopted version of the model. It was resolved to **RECOMMEND** the adoption of this to Full Council. A copy of the tailored 2019 version is associated at appendix 3 to these minutes.

## 13. To consider a request from Lytchett Red Triangle Football Club to position a memorial bench on the recreation ground (email to Council members 27th Feb 2023).

It was noted that Cllr Abbott had provided a Google Earth image showing the requested location for this bench (copy at appendix 4 to these minutes).

Some doubt was raised about the proposed location in terms of safety for those using the football pitch, also that whilst the request is for location “on the halfway line” this isn’t always in the same place. In addition it was suggested that as there are already three benches on that side of the recreation ground either another location may be more suitable, or that one of the existing council-provided benches might be suitable to act as the memorial by affixing a plaque to it.

Members also noted that the Council has tried to standardise on a particular style of plastic bench - which, if the bench has already been purchased, may not match.

In summary it was **AGREED** that Cllrs Bush and Webb would speak the Football Club to find out a little more about the person who is the subject of this proposed memorial, and also to explore the matter of the positioning of the bench – including a possible alternative location at the Lytchett Astro. ***Action: Cllrs Bush and Webb to speak to the Football Club about this.***

## 14. To consider a proposed location for the installation of seating at the Lytchett Astro site.

A proposed location was indicated on a photograph provided by Cllr Abbott (copy at appendix 5 to these minutes). It was **AGREED** that this location would be suitable for one bench. Cllr Huggins indicated that he would obtain a quote from the Council’s usual supplier, for purposes of comparison with any other options for provision of the bench.

## 15. To receive and consider a progress update on the planning / preparations for a local celebration for the King’s coronation (for purposes of report only)

Cllr Barker commented as follows:

* The stage and sound system is booked with the same supplier as last year’s jubilee celebrations
* Chris Manning is booked to host and provide the main entertainment
* A face painter has been identified by Cllr Abbott and has provided a quote of £155 to do 2-5pm on 7th May. The face painting will then be offered free of charge to those present at the event. It was unclear whether a firm booking for this had been made.
* Ice cream vendor to visit from 5pm on the day.
* The Rose & Crown PH have indicated that they are happy to provide and run a bar in the Sports Pavilion.
* The Chequers PH have a BBQ unit. They will be asked if they want to offer that on the day.
* A local ukulele band and young pop group have indicated that they would like to perform.

Further discussion took place regarding a bouncy castle(s). Members were in favour of a package which includes provision of one or more facilities and includes staffing by the suppliers to deliver, erect and run it throughout – including insurance. They also felt that there should be no charge to users on the day. It was agreed that Cllr Korenevsky would investigate all-in supplier packages of this type and report back with a recommendation in due course. ***Action: Cllr Korenevsky to investigate this and report back with a recommendation in due course.***

It was noted that the next steps include contacting both local schools to see if they have choirs and / or other musicians who would wish to perform.

## 16. To consider a proposal that the Council becomes a “Parish Council corporate” member of the Institute of Cemetery and Crematorium Management [www.iccm-uk.com](http://www.iccm-uk.com)

It was noted that Parish Council Corporate Membership is £95 per year. It was recognised that membership of the ICCM will provide access for a valuable source of professional information and advice to the Council, and was therefore resolved to **RECOMMEND** this to Full Council.

## 17. To consider items for an article in the next Parish Magazine.

The following points were noted for inclusion:

* Drinking water bottle refilling provision
* Upcoming paediatric first aid course
* Grant award to Life Education Wessex
* Upcoming meeting of the Neighbourhood Planning Working Group
* Summary of activity on the various highway improvement plans and achievements

## 18. To note correspondence received.

Cllr Bush reported that he had received an email from a resident who was not in favour of the planned crossing for Wareham Rd – due to concerns over a likely requirement to include some parking restrictions.

He also reported on an email from a resident expressing concern about the dangers presented by horse riders and cyclists using Jubilee Walk. It was suggested that the introduction of posts similar to the arrangement for Willow Walk may eliminate this problem.

Cllr Barker reported on correspondence from the operators of Survey Monkey advising that due to changes of their rules / conditions on small surveys there is only access to 10 of the 41 responses to the current survey. The only option would seem to be to upgrade to a paid annual account – the cheapest of which is £264 per year. It was agreed to consider this as a proposal at the March Full Council meeting: ***Action: Parish Clerk to add this as a proposal to the agenda of the Full Council meeting accordingly.***

Cllr Huggins reported on correspondence with Wessex Internet planning department regarding a request to run fibre in two places on the recreation ground (down to Eldons Drove and also to link to the Sports Pavilion and Scout Hut). He confirmed that he has spoken to Cllrs Morgan and Webb to ensure that these proposed works avoid other existing underground services. Cllr Webb pointed out that Wessex Internet will need a Deed of Grant.

The Parish Clerk reported on the correspondence from the parent of a child involved in an incident on Wareham Rd where a car backed into her. The resident had confirmed in her reply to an email from the Clerk that she had also reported the incident to Mr Camp (DC Road Safety Team) and Mr Mepham (DC Highways).

The meeting closed at 20:52

Annotated by/on ………………………….Approved by/on ………………………

## Appendix 1

Bank reconciliation and 2022/23 year to date report covering income and expenditure.

See separate associated .pdf file

## Appendix 2

Standing Orders review:

Replacement Standing Order 18:

**MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022**

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**INTRODUCTION**

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

**18. FINANCIAL CONTROLS AND PROCUREMENT**

1. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
2. the keeping of accounting records and systems of internal controls;
3. the assessment and management of financial risks faced by the Council;
4. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
5. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and
6. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
7. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
8. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
9. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
10. a specification for the goods, materials, services or the execution of works shall be drawn up;
11. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
12. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
13. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
14. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
15. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
16. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
17. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

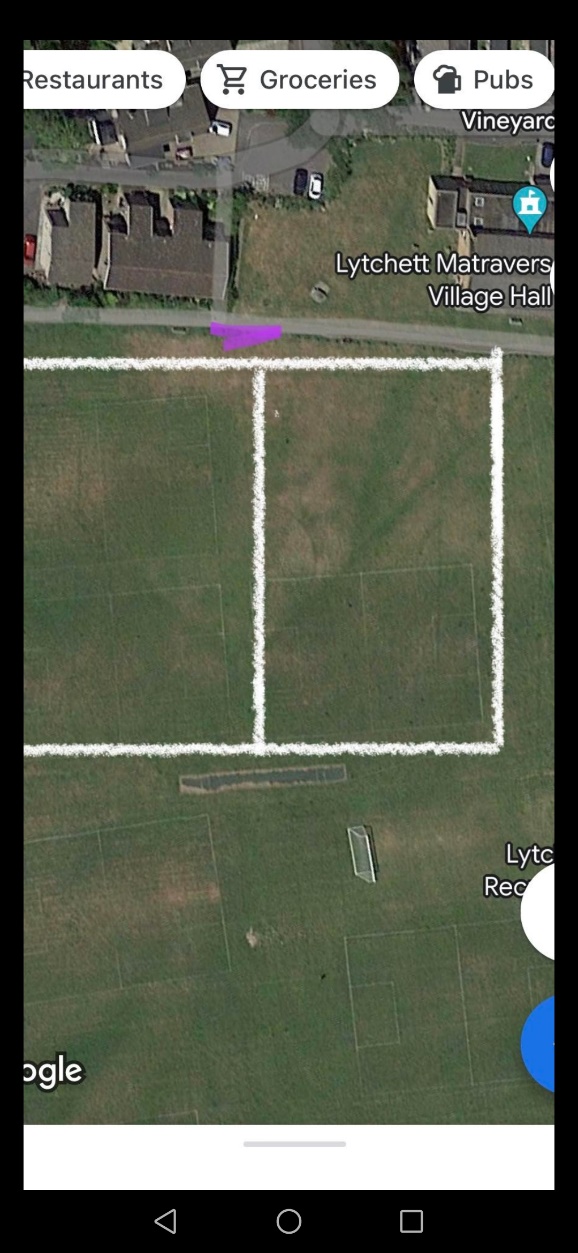
## Appendix 3

NALC Model Financial Regulations 2019 tailored for Lytchett Matravers

See separate MS Word file.

## Appendix 4

Image showing proposed location of donated memorial bench



**Appendix 5**

Image showing proposed location of seating at Lytchett Astro

