



**Minutes of the Meeting of Finance & Administration Committee held at 19:30  
on Tuesday 8 August 2023 in the Main Hall of the Village Hall**

**Present:** **Councillors**  
D Sowry-House (Chair)  
A Craven  
P Harrison  
A Holland  
P Holland  
J Lortie  
D Mattocks  
J Stennett

**In Attendance:** Catherine Horsley (Town Clerk & RFO)  
Rachel Virrill (Deputy Town Clerk– Minute taker)

**Public Participation**

There was one member of the public present, who did not wish to speak.

Cllr Lortie opened the meeting as the Chair of the Committee for the previous municipal year.

**FA 23/01 To Elect a Chair for the Municipal Year 2023/24**

Due to no nominations for the role of Chair of the Finance & Administration Committee, Cllr Sowry-House proposed himself as Chair of the Committee for the municipal year 2023/24. This was seconded by Cllr Craven with all members voting in favour.

It was **RESOLVED** that Cllr Sowry-House be elected as Chair of the Finance and Administration Committee for the municipal year 2023/24.

**FA 23/02 To Elect a Vice-Chair for the Municipal Year 2023/24**

Due to no nominations for the role of Vice-Chair of the Finance & Administration Committee, Cllr Mattocks proposed himself as Vice-Chair of the Committee for the municipal year 2023/24. This was seconded by Cllr Sowry-House with all members voting in favour.

It was **RESOLVED** that Cllr Mattocks be elected as Vice-Chair of the Finance and Administration Committee for the municipal year 2023/24.

**FA 23/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

There were no apologies for absence.

**FA 23/04 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

The Chair reminded members of their responsibilities of being a member of the Committee, who should be financially prudent in their decision making and in the best interests of the Town Council.

**FA 23/05**      **Paper A - To Approve minutes of meeting held on 9 May 2023** LGA 1972, sch 12, para 41

The minutes of the meeting held on 9 May 2023 were **APPROVED**.

**FA 23/06**      **Paper B – To Approve Accounts for Payment**

It was **RESOLVED** to **APPROVE** the accounts for payment, totalling £8,800.06.

**FA 23/07**      **Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 June 2023**

Cllr Craven raised the following queries relating to accumulative figures for the 2023/24 financial year to date as follows:

- Line 80: How many instalments were remaining on the Public Works Loan Board (PWLB) loan. The Clerk confirmed the final instalment was paid in May 2023.
- Line 111: Why was the tree survey budget showing an overspend. The Clerk confirmed the budget of £5,000 was allocated in the 2022/23 financial year. However, the tree survey and recent high priority tree works at Springdale Road Open Space and Broadmoor Road adjacent to the Allotments Site was not carried out and invoiced until July 2023.
- Line 113: When was the building work commencing to install the porch at the entrance to the Village Hall and Council office. The Clerk confirmed the building works were due to commence in September 2023.
- Line 129: Was the budget of £12,000 allocated for a replacement vehicle to replace the Ford Ranger truck previously sold. The Clerk confirmed the budget was allocated for an additional vehicle for the Grounds Team which was being investigated.
- Line 131: What progress had been made with finding a contractor to redesign the Town Council website. The Clerk confirmed no progress had been made to date, due to other higher priority tasks. However, work would be progressed as soon as practically possible to engage with a suitable contractor.
- Line 132: What progress had been made with finding a contractor to carry out the repairs to the Old Cemetery driveway. The Clerk confirmed a quotation had been received and would be included on the agenda for the next Full Council meeting scheduled on 22 August 2023.
- Line 61: Due to the required work to the Nissan Navara truck for the MOT and service, was an overspend expected. The Clerk confirmed an overspend was unfortunately inevitable.

The Clerk asked members if they were content with the new reporting format. Members confirmed the format was very clear and showed a positive view of the Council's overall financial position to date.

Members received and **NOTED** the Budget Monitoring Report for quarter 1 ending 30 June 2023.

**FA 23/08 Paper D – To Approve Grant Policy and Application Form for the 2023/24 Financial Year**

The Clerk presented the report, noting the policy had been updated in line with the Society of Local Clerks (SLCC) guidance and the small grants budget of £6,000 allocated for the 2023/24 financial year. Any grants awarded would be paid by 30 November 2023.

The Clerk advised national guidance had been received relating to the D-Day 80<sup>th</sup> Anniversary celebrations in June 2024. Consideration will need to be given to allocating budget as part of the 2024/25 budget setting process.

Cllr Harrison noted on page 6 of the application form, the year should read 2023.

The Clerk reported Corfe Mullen Youth Trust had underspent the revenue grant received from the Council to cover staff salaries and Lockyers Hub rental costs for the 2022/23 financial year. Therefore, unspent grant would be repaid.

It was **RESOLVED** to **APPROVE** the grant policy and application form for the 2023/24 financial year.

**FA 23/09 Paper E – To Review Banking Arrangements**

The Clerk presented the report, reminding members of the Council's resolution on 26 October 2021 to change the Council's current bank account from the Co-operative Bank to Unity Bank and noted the increased bank charges, should the Council wish to proceed.

The Clerk advised the balances and interest accrued on the Co-operative Business Select Instant Access Account and Scottish Widows Business Fund Deposit Account were minimal and therefore recommended closing both accounts and transferring the closing balances to the Council's current bank account.

It was **RESOLVED** to **APPROVE** remaining with the Co-operative Bank and for the Co-operative Business Select Instant Access Account and Scottish Widows Business Fund Deposit Account to be closed with closing balances transferred to the Co-operative Community Directplus Account:

**FA 23/10 Paper F – To Approve Streetlighting Quotation in Towers Way**

The Clerk presented the report, noting the remaining street furniture and lighting budget for 2023/24 to cover energy costs for all street lighting which was the responsibility of the Council, and any replacement street furniture was £1450.66.

Members discussed the impact on the Town Council's 2023/24 budget, should the quotation to update remaining columns in Towers Way to LED be approved.

It was **RESOLVED** to **APPROVE** the quotation from Enevero to supply and fit LED lanterns to two columns in Towers Way at a total cost of £607.62+VAT.

**FA 23/11 Paper G – To Consider and Approve Quotation for Additional Work in the 'pit area' at the Recreation Ground**

The Deputy Clerk presented the report, noting should the recommendation to carry out additional maintenance and ongoing maintenance twice a year to the

'pit area' at the Recreation Ground would result in an overspend of £1150 in the 2023/24 financial year budget.

It was **RESOLVED** to approve Dorset Forestry to carry out the following:

- Additional maintenance of the 'pit area' at the Recreation Ground at a total cost of £1450+VAT.
- Carry out ongoing maintenance in February 2024 at a total cost of £450+VAT.
- Future ongoing maintenance to be included as part of the annual budget setting.

**FA 23/12**     **Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**FA 23/13**     **To Agree a date and time for the next meeting** – Tuesday 10 October 2023 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**FA 23/14**     **Close of Meeting at 20:03**

*Signed as a correct record of the meeting*..... *Date*.....

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<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)