Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday February 14th 2024, at 7.00 p.m. in the Blanchard Room, Lytchett Matravers Village Hall

PRESENT: Cllr M Attridge (Committee Chair), R Aspray, B Barker, A Bush, A Huggins, K Korenevsky and Mrs A Clothier (Locum Parish Clerk).

There were no members of the public in attendance.

PUBLIC PARTICIPATION:

1. **Apologies:** Cllrs H Khanna, V Abbott, P Webb, K Morgan

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

3. **To receive and approve minutes of the Finance & Gen Purposes Committee meeting held on 10th January 2024.**

These minutes were accepted as a true record of the meeting and were duly 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]*

Minute No	Action Point	Progress
F&GP Cttee, 8 Nov 2023, Minute 13	Parish Clerk to remove bank statements from the minutes.	This is now complete for this financial year and uploaded to the website. *There was a discussion around historic minutes and whether these could be taken off the website. It was suggested that Mark Gracey be asked to delete all Appendices containing bank statements for all historic minutes, accepting that there may be a cost to this.* ***Action: Clerk to ask Mr Gracey to remove all appendices containing bank statements from the website.***

F&GP Cttee, 13 December, Minute 10	Clerk to request quotes for tree works	Quote accepted from Poole Arbor. ***Complete***
F&GP Cttee, 13 December, Minute 10	Raise tree at Spinney Play Park with Aster	Aster are actioning this work. ***Ongoing***
F&GP, 13 December, Minute 19	Clerk to write to Tesco regarding the light. Cllr Abbott to speak to the manager of the Pharmacy.	*Cllr Bush to chase the response from the pharmacy and Tescos.*
F&GP, 10 January, Minute 5	Cllr Huggins to obtain bank statements for Charity Bank	The bank statements have been received. ***Complete***
F&GP, 10 January, Minute 7	Clerk to look at cost centre codes in Scribe	Scheduled for end of financial year ***Ongoing***
F&GP, 10 January, Minute 11	Clerk to contact residents on the waiting list to re let allotments	A resident has been to see allotment 10 and is interested in taking this on. ***Ongoing***
F&GP, 10 January, Minute 12	Clerk to obtain correct link for crossing from Dorset Council Clerk to ask for an extension of the deadline by 2 weeks Clerk to clarify the position of the school	All complete. The extension request was not responded to. *School response was generally supportive but not of the location.*

i. **Planning applications (19 applications listed of which 4 are now shown as granted or allowed) – See Appendix 1**

5. To receive and note the 2023-24 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 2 to these minutes. It was **RESOLVED** to accept and approve this reconciliation.

6. To receive and consider a report covering 2023-24 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 2 to these minutes.

It was requested that when the cost codes are reorganised, income be moved to a separate area.

7. **To consider Planning Application PP/FUL/2022/05152 15 Dillons Gardens, Lytchett Matravers**

Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access

The previous objections to this application still stand. The Parish Council would like to add that the application should not be considered until adequate provisions are in place for the drainage of surface water and that any issues over rights to this drainage are resolved. It is noted that the survey could not be completed due to a blocked pipe.

Some of previous objections seem to be logged under 'Lytchett Minster Parish Council' – Clerk to ask for this to be changed to Lytchett Matravers.

8. **To consider Planning Application P/HOU/2024/00133 Amberdene, Middle Road, Lytchett Matravers.**

Construction of rear extension

No Objection

9. **To consider Planning Application P/HOU/2023/06335 Valley View, Middle Road, Lytchett Matravers**

Proposed alterations, single storey and front extensions

No Objection

10. **To receive and consider a report on the current uptake and waiting list for the allotments (for purposes of report only).**

See Appendix 3. Plot 10 will be re let shortly and plots 8, 11 and 57 are being looked at.

It was suggested that the Clerk capture all the regular questions for an FAQ area on the website. It was noted that there is no allotment association – it is now amalgamated with the gardening society (Green Fingers). Parish Councillors asked if it would be possible to let the Gardening Society manage the allotments. It was noted that this would be difficult but worth asking the question.

Action: Clerk to prepare FAQs on allotments for the website

Action: Clerk to contact GreenFingers and ask whether they would consider managing the allotments.

11. **To undertake an annual review of Council's Risk Register.**

The Risk Register was circulated in advance of the meeting – see Appendix 4. It was agreed that the document needs to be rewritten so the suggestion is to adopt the current version as an interim with a view to looking at this again in 3 months' time. This should link and cross reference to the Internal Controls and the Policy Review as there is an overlap with all of these documents. This was **Approved** for recommendation to Full Council.

Action: Review Risk Register within 3 months and link to Internal Controls and Policy Register

12. To undertake an annual review of the schedule of Governance / Internal Controls responsibilities.

The Internal Controls were circulated in advance of the meeting – see Appendix 5. This was **Approved** for recommendation to Full Council.

Action: Cllr Bush to contact internal auditor.

13. Annual review of burial records - nomination of reviewers.

Cllr Attridge to complete the review of burial records. The closed churchyard is also being used for some cremations and there is a formal process and pricing structure for this. It was noted that there are an increasing number of interments of ashes taking place that are not arranged through funeral directors. It was suggested that a meeting can be set up about this with the Church to see if a process could be set up with them.

Action: Clerk to set up a meeting with the Church to speak about the interment of ashes process.

14. Annual review of insurance cover – nomination of reviewers.
Cllr Webb and Cllr Barker to undertake the review.

15. Consider proposals from Dorset Council Highways for dropped kerb options for The Spinney, Vineyard Close and Burbidge Close

This project started in June 2023 and the locations of the proposed dropped kerbs are The Spinney, Burbidge Close, and Vineyard Close (6 in total). Initially there were quotes from Fletchamore and Dorset Council – Fletchamore were appointed but the spec was refused permission by Dorset Council. Dorset Council are now doing the work for £18,889 which includes tactile paving. The price stands until the end of March. It was noted that it would be useful to have a drop kerb route map for the village.

This was **Approved** for recommendation to Full Council.

16. To discuss a review of Parish Council policies including an environmental policy

The Policy Spreadsheet was circulated in advance of the meeting – see Appendix 6.
This was **Approved** for recommendation to Full Council.

17. To discuss the Lytchett Matravers Summer Event

There has been little response to date from the community regarding the Summer Event. It was agreed that the Summer Event is held open for the next few weeks to see if any interest can be generated. A proposal with costing against it will be prepared.

18. To consider the grant request from Life Education Wessex.

Life Education Wessex are requested a grant of £625 from the Parish Council. Councillors agreed that this is a worthwhile use of the money and very beneficial for the children at the Primary School. This was **Approved** for recommendation to Full Council.

19. To consider a response to the Local Transport Plan

Dorset Council and BCP have launched a public consultation on the Local Transport Plan. Parish Councillors were encouraged to fill it out as individuals – the Plan is advertised on the Parish Council website.

20. To agree a date for the Annual Parish Meeting

The date was agreed as Saturday 15th June 2024 on Library Green.

Action: Clerk to book village hall for 2024/2025.

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

The following matters were considered and agreed for inclusion:

- Elections
- Change of time for F&GP March 13th
- Annual Open Meeting
- D Day – screening of the Longest Day, £5 per ticket – starting at 5.30pm. Bar available.

Action: Cllr Bush to speak to Rose and Crown about bar with a charge of £250 to use the Sports Pavilion.

22. To note correspondence received.

- Cllr Asprey – need to register D Day involvement with Bruno Peek – Cllr Asprey to action. Add D Day to agenda for next F&GP

The meeting closed at 20.53:

Annotated by/on ……Approved by/on ……

Appendix 1

Planning Applications

Planning Application No	Location	Proposal	Status
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.	Not determined.
P/FUL/2021/02674	Cuckoo Hill Deans Drove Lytchett	New dwelling with associated access and parking and porch to front of existing dwelling.	Not determined.

	Matravers Dorset BH16 6EQ.		
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.	Not determined.
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	Not determined.
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	Not determined.
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	Not determined.
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.	Not determined.
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.	Not determined.
P/CLE/2023/00412	Beaconfield Middle Road Lytchett	The use of one unit of accommodation, referred to as 'Magnolia' (on elevation plans but labelled Brimstone Lodge on submitted floor plan drawing	Permission granted.

	Matravers BH16 6HJ.	1757/AJM/88762-02) as a permanent dwellinghouse.	
P/FUL/2023/02603	36 Glebe Road Lytchett Matravers Poole BH16 6EH	Erect 5 bedroom detached house with associated garage and parking	Not determined.
P/HOU/2023/04489	8 Old Chapel Drive, Lytchett Matravers BH16 6HA Erect garage, (demolish existing).	Construct new rear terrace.	Permission granted.
P/HOU/2023/05756	29 Rozalia Meadows, Lytchett Matravers	Removal of existing closeboarded fence to rear garden and install new fence and gate.	Not determined.
P/CLP/2023/06137	Water Tower Field Colehill Road Lytchett Matravers	Positioning of a caravan as a rest room for people working on the agricultural holding and a shipping container as a pig ark for the housing of pigs.	Not determined
P/HOU/2023/05971	Oakhurst, Huntick Road, Lytchett Matravers	Erect side and rear single storey extensions.	Permission granted
P/FUL/2022/05152	15 Dillons Gardens, Lytchett Matravers	Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access.	Not determined
P/HOU/2023/07035	103 Wareham Road, Lytchett Matravers	Convert garage to habitable accommodation (amendment to planning permission 6/2012/0016)	Permission granted
P/HOU/2023/0704 P/LBC/2023/0725	Caroline Cottage, Prospect, Lytchett Matravers	Alterations to windows and doors, internal alterations, rear and side extensions, creating a single storey link extension to join the other building to the rear of the main dwelling, roof lights, and air source heat pump	Not determined
P/HOU/2023/06913	3 Spy Close, Lytchett Matravers	Erect rear single storey extension to provide new kitchen/dining area.	Not determined
P/FUL/2024/00033	Eldon House, Eldons Drove, Lytchett Matravers	Change of use of land from agricultural to garden in line with previously agreed red line of Planning Permission P/HOU/2022/05257	Not determined

Appendix 2 – see separate PDF file.

Appendix 3

Report to February Finance & General Purposes Committee meeting, agenda item 10 – current uptake and waiting list for allotments.

Report subject:

Report for agenda item 10– current uptake, and waiting list for allotments.

Waiting list There are currently 9 people on the waiting list. 5 are residents of Lytchett Matravers, 2 are residents wanting second plots and 2 are from outside the village.

Vacancies. Plots 8, 10, 11 and 57 are currently vacant.

Allotment rental renewal fees. So far rental renewal fees have been received for 70 of the 72 occupied allotments. Reminders have been sent out.

Appendix 4

Lytchett Matravers Parish Council - Risk Register and Plan - Feb 2023 update

Risk category	Potential triggers	Potential consequences	Existing controls	Impact	Likelihood	Total	Further action	Responsibil	Target dat
Loss or damage to Council owned physical assets	Crime, Accident	Loss of utility, impaired ability to operate	Loss / Damage insurance						
		Loss of essential records, data, information	PC data backups						
		Loss of revenue	Historic documents relocated to county archives.						
			Insurance cover				Annual Review of insurance cover	Members	Feb/March
			Fire cabinet storage for key documents & records						
		Expenditure to replace	Budget provision	4	2	8	Buget provision reviewed	Members	Dec/Jan
Legal liability as a consequence of asset ownership / responsibility	Accident	Litigation £	Public Liability insurance				Annual review of Insurance cover	Members	Feb/March
		Damage to Council reputation	Heath & safety risk assessments				Review (min annually) and extend H&S risk assessments	Members	July
			Heath & Safety regular inspections and annual checks	5	1	5			
Damage to third party property as a consequence of council providing services or amenities to the public	Error, Accident	Litigation £	Public Liability insurance				Annual review of Insurance cover	Members	Feb/March
		Damage to Council reputation							
		Insurance £ - premium increase, excess	Budget review				Budget provision reviewed	Members	Dec/Jan
			Heath & safety risk assessments				Review (min annually) and extend H&S risk assessments	Members	July
			Heath & Safety regular inspections and annual checks	5	1	5			
Financial loss due to bank failures	External financial & economic factors	Loss of financial assets	Bank deposit guarantees	5	1	5			
			Deposits now spread.				Regular reviews	Members	February
Financial Loss due to cyber attacks on banks / banking systems	External financial & economic factors	Loss of financial assets	Bank security arrangements						
			Requirement on banks to reimburse	5	1	5	Regular reviews	Members	February
Injury to third party individuals as a consequence of council providing services or amenities to the public	Error, Accident	Damage to Council reputation							
		Litigation £	Public Liability insurance				Annual review of Insurance cover	Members	Feb/March
		Insurance £ - premium increase, excess	Budget provision				Budget provision reviewed	Members	Dec/Jan
			Heath & safety risk assessments				H&S Risk assessments updated	Members	July
			Heath & Safety regular inspections and annual checks	5	2	10			
			Risk assessments kept under review to ensure Council operations and facilites are compliant with current advice, guidelines and good practice	5	1	5	Continuous review	Members and clerk	Monthly
Injury to third party individuals as a consequence of landowner or DC failures to adequately maintain public rights of way.	Error, Accident	Damage to Council reputation Litigation £	Heath & safety risk assessments	5	2	10	H&S Risk assessments updated	Members	July
Consequential loss of income or utility following critical damage, loss or non-performance by a third party	Error, Accident	Loss of utility, impaired ability to operate	Consequential Loss insurance				Annual review of Insurance cover	Members	Feb/March
		Loss of essential records, data, information	PC data backups						
		Loss of revenue							
		Expenditure to replace	Budget provision	3	2	6	Budget provision reviewed	Members	Dec/Jan
Loss of cash through theft or dishonesty	Crime	Impaired ability to operate	Fidelity Guarantee				Annual review of Insurance cover	Members	Feb/March
		Damage to Council reputation	Internal controls and audit	4	1	4	Review internal controls	Members	Feb/March
Loss of cash through error	Error	Impaired ability to operate	Internal controls and audit				Review internal controls	Members	Feb/March
		Damage to Council reputation		4	2	8			
Loss of essential data, records, information	Crime, Accident, Other event	Impaired ability to operate	PC data backups weekly (off site)				Review Data backup process	Clerk	March
			Fire cabinet storage for key documents & records						
			Newly adoped "Scribe" accounts						

Loss of tacit knowledge held by individual councillors and / or Parish Clerk	Accident, Illness, Other event	Impaired ability to operate	Care and accuracy of note and minute taking Clerks notes of Continuity Arrangments (for use of a temporary / substitute Clerk/ RFO)	3	3	9	Systematic review of areas of tacit knowledge. Recording key details & locations of any written backup.	Clerk	November
Unauthorised or illegal use of WIFI connection	Crime, ignorance, error	Damage to council reputation. Withdrawal of facility. Criminal proceedings against Council members or employees.	WIFI Password	3	2	6	Regular changes of WIFI Password. Non issue of password to members of the public.	Clerk	Quarterly
Unauthorised interference with Council's website	Crime including cyber attacks, ignorance, error	Loss of data and reducton in capacity to operate. Damage to council reputation. Withdrawal of facility. Criminal proceedings against Council members or employees.	Retained professional webmaster. Passwords. Website firewall. Service provider's protections. Editor level access kept to minimum number of people. Independently held and protected backups of system software and content - enabling complete recovery of website and content if necessary.	3	1	3	Regular reviews of arrangements	Members	Annually
Unauthorised access to the Parish Clerk's emails.	Crime, neglect.	Damage to council reputation and public confidence.	Regular changes of password, software kept up to date, laptop professional maintenance, laptop stored in secure location, laptop not used in locations where it can be overlooked.	3	1	3	Regular reviews of arrangements	Clerk	Monthly
Council non compliance with relevant legislation.	Ignorance, error	Damage to council reputation and public confidence. Prosecution & fines. Inability to work effecitvely with partner organisatons and principal authorities.	Constant monitoring by Clerk for announcements and advice from principal authorities, central governement, County Association NALC and SLCC. Ultilising advice from above sources and legal topic notes. Highlighting requiements to members and seeking input, support and additional resource where necessary. .	5	2	10	Constant monitoring	Clerk	Monthly
Non compliance to Corporate Governance standards	Ignorance, error	Damage to council reputation and public confidence	Annual full review of Corporate Governance checklist. Regular onging monitoring. Internal Audit by qualified professional with specific detailed knowledge and experience of requirements applicable to Local Councils.	3	1	3	Constant monitoring	Members and Clerk	Monthly
Non compliance with conditions permitting full reclaim of VAT	Error, ignorance	Financial loss	Understanding of VAT regulations applicable to Parish & Town Councils. Seeking advice from experts on an "as required" basis.	2	1	2	Monthly checks & vigiliance during authorisation of payments at meetings.	Clerk / RFO and Council signatories	Monthly

Appendix 5

Lytchett Matravers Parish Council

Internal Control / Governance action plan 2023-2024

				Current year - 2023-24		Plan for 2024-25	
Subject	**Task**	**Frequency**	**Who**	**Date**	**Progress status**	**Date**	**Progress status**
Internal audits	See internal audit plan	Annual	Int Auditor	April / May 24	Internal Auditor continuted appointment to be confirmed	April / May 25	In plan
Internal Audit plan and effectiveness	Review and update	Bi-annually.	FC and F&GP chairs to review with clerk and rec to Full Council	Apr-24	Curent auditor provides a detailed plan which fully matches the requirements of the Practitioners Guide and current legislation	Apr-25	Review with Internal Auditor
Internal auditor's role	Review appointment letter	Annually	FC and F&GP chairs to review with clerk and rec to Full Council	Feb-24	Current Auditor re-appointment to be confirmed	Dec-24	Auditor appointment to be reviewed
Annual Return statements	Prepare. Review. Accept, submit	Annually	Clerk / RFO to prepare. Full Council to approve	Jul-24	To be prepared in due course	Jul-25	
Budgets and precept	Review proposals and approve. Confirm precept to Dorset Coun by 31 Jan 2024.	Annually	F&P Cttee / FC	Jan-24	Done	Jan-25	
Asset register	Review and update	Annually	F&P Cttee / FC	Mar- Apr 2024	Clerk and AB confirmed changes to list of assets during 2023/24	Mar - April 2024	Clerk and AB to confirm any changes to list of assets during 2023/24 as part of year end procedures.
Insurance arrangements	Satisfied with current supplier?	Annually	F&P Cttee / FC	Feb-Mar 2023	Scheduled (on Feb F&GP agenda)	Feb-Mar 2025	
Insurance cover	Review and update levels	Annually	minimum of two nominees requied - rec to Full Council	Feb-Mar 2024	Scheduled (on Feb F&GP agenda)	Feb-Mar 2025	
Risk register / assessment	Review and update register, reassess risks and control actions	Annually	F&P Cttee / FC	Feb-Mar 2024	On agenda of F&GP Cttee, Feb 24	Feb-25	To be included on agenda of F&GP Cttee, Feb 24
Standing Orders	Review	Annually	Clerk with Full Council	Mar-24	Scheduled for agenda	Mar-25	
Financial Regs	Review	Annually	Clerk with Full Council	Mar-24	Scheduled for agenda	Mar-25	
Banking arrangements	Review. Satisfied with current supplier?	Annually	F&P Cttee / FC	Mar-24	Scheduled for agenda	Mar-25	To consider at Mar 24 Full Council meet.
Bank reconciliations	Review and accept	Monthly	F&P Cttee / FC	Monthly	On track Apr 2022-Feb 2023 completed and submitred to Council for scrutiny	Monthly	
Conduct Code	Ensure latest model version is adopted	Bi-annually or as required.	F&P Cttee / FC	May-24	Scheduled for agenda	May-24	
VAT refund application	Complete. Review for submission.	Min within 5 yrs	Clerk - F&P to review	Apr-24	2022-23 VAT claim submitted Apr 2023 and refund received in full	Apr-25	
Burial Ground Records	Review for accuracy	Annually	1 nominee member + Clerk	Feb-24	On agenda of F&GP Cttee, Feb 23	Feb-25	
Burial Ground regulations	Review and update as necessary	Annually	As above	Apr-24	On agenda	Apr-25	
	Review for accuracy and compliance with	Bi-annually or as	Council				Mar 2025 meeting of F&GP committee to agree Council

Clerk's job description	Review for accuracy and compliance with regulations.	Bi-annually or as required.	Council nominee	Mar-24	Reviewed as part of job advert	Mar-25	Mar 2025 meeting of F&GP committee to agree Council member nominee
Clerk's terms & conditions.	Review for accuracy and compliance with regulations.	Bi-annually or as required.	Council nominee	Mar-24	As above	Mar-25	As above
Defibrillator system of chec	Verify monthly physical checks are being regularly made	Annually	Council nominee	Mar-24	Scheduled	Mar-25	
Defibrillator records	Review records to confirm accuracy	Annually	Council nominee	Mar-24	Scheduled	Mar-25	