Lytchett Matravers Parish Council

Minutes of the

FINANCE AND GENERAL PURPOSES COMMITTEE
Meeting held on Wednesday 10th September 2025
in the Youth Hall, Lytchett Matravers, BH16 6BD

1. **PRESENT:** Cllrs R Ong (Chair), R Aspray (Vice Chair), K Morgan, A Huggins, M Rigby, K Korenevsky and Mrs Julie Wigg (Parish Clerk)

The meeting started at 7pm

PUBLIC PARTICIPATION:

A resident attended the meeting and gave a short presentation regarding the forthcoming WI event (see agenda item 4).

2. **APOLOGIES:** Cllrs A Bush, V Abbott, P Webb

3. **DECLARATIONS OF PECUNIARY INTEREST - AND CONSIDERATION OF REQUESTS FOR SPECIAL DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**
   None.

4. **TO RECEIVE AN UPDATE ON THE WI "BYSTANDERS CAN BE LIFESAVERS" EVENT FROM CLLR HUGGINS**

   WI Event – Financial Support and Update

   It was agreed to bring this item forward on the agenda.

   Elaine provided an update on the WI initiative and the request for financial support. The event will take place next Sunday and will begin with first aid, resuscitation, and CPR training delivered by Ouch. This will be followed by an open afternoon for all residents and those working in the village. Participants will receive certificates for completing the training.

   The event forms part of a national WI campaign. It highlights the importance of CPR, particularly in addressing gender-related concerns and the hesitation some bystanders feel in assisting women. The campaign aims to increase confidence and overcome such barriers.

   The afternoon will include tables and displays, a video from the British Heart Foundation, a "poorly teddy" station for children, and WI teas with a focus on healthy options. A table will also be available should the Parish Council wish to be represented.
   Elaine expressed her thanks to the Parish Council for their contribution of £60 towards the event.

5. **TO RECEIVE AND NOTE THE 2025-26 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**.

   It was **RESOLVED** to accept and **APPROVE** this reconciliation.

6. **TO RECEIVE AND CONSIDER A REPORT COVERING 2025-26 COUNCIL INCOME AND EXPENDITURE (FOR PURPOSES OF REPORT ONLY).**
   The report was made available to all members by the Parish Clerk. The income and expenditure report is included in **Appendix 2**.

   It was **RESOLVED** to accept and **APPROVE** this report.

7. **TO REVIEW THE COMMUNITY GRANT SCHEME, INCLUDING THE GRANT AMOUNT, THE POTENTIAL INTRODUCTION OF AN APPLICATION DEADLINE, AND OPTIONS FOR PUBLICISING ITS AVAILABILITY.**

Grant Publicity
Councillors agreed that the availability of grants should be publicised to the village, without specifying the amount that may be applied for. It was further agreed that applications can be submitted at any time. The Council confirmed that while a budgeted figure is in place, if an application is received and sufficient funds are available, LMPC may consider awarding a higher sum. There are no restrictions on the timing of applications, in line with the Reviewed Grant Awarding Policy & Procedures.
Action: Clerk to update the grant application form and prepare a notice for the Parish Council website and Facebook page.

8. **TO CONSIDER AND APPROVE THE RENEWAL FOR THE ASTRO FOR A PERIOD OF 5 YEARS AT £1150 PER ANNUM.**

It was **RESOLVED** to **APPROVE** the renewal for the Astro for a period of 5 years at £1150 per annum.

9. **TO RETROSPECTIVELY APPROVE THE REPAIRS TO THE PLAY AREA GATE AT A COST OF £871.20 INCLUDING VAT.**

It was **RESOLVED** to retrospectively **APPROVE** the repairs to the play area gate at a cost of £871.20 incl VAT.

10. **P/HOU/2025/04621 3 HOPMANS CLOSE LYTCHETT MATRAVERS BH16 6AY ERECT A SINGLE STOREY TIMBER SHED/CABIN FOR STORAGE WITH ELECTRIC SUPPLY. DEADLINE 17TH SEPTEMBER.**

Councillors resolved to object to this planning application on the grounds that it does not comply with the Purbeck Local Plan policy E12 and the Neighbourhood Plan policy 2 specifically in relation to design.

The Parish Council **OBJECTS** to the above planning application.

11. **TO CONSIDER ITEMS FOR THE PARISH MAGAZINE**
    - 11.1 Grants available for local organisations.
    - 11.2 2 Councillor vacancies
    - 11.3 Litterpick
    - 11.4 Projects that are being worked on.

12. **TO NOTE CORRESPONDENCE RECEIVED.**
    - 12.1 NP response approval – Clerk asked to make sure we're quorate on the 8th October to approve the response to the Local Plan.
    - 12.2 Cllr Ong said the VH committee are all stepping down and asked if the PC would consider some sort of recognition for their service.
    - 12.3 Summer festival – Cllr Ong said Charitable Emporium who does the stage is only available on either 13th or 20th June 2026 so a decision needs to be made quickly.
    - 12.4 Cllr Ong asked Councillors to consider what projects/plans/aspirations are coming up so they can be considered for next years budget/forecasting.

The meeting closed at 8.10pm

Annotated by Julie Wigg (Parish Clerk)
and approved by Cllr R Ong Chair of committee _____

Appendix 1

8 September 2025 (2025-2026)

Lytchett Matravers Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2025			
	Cash in Hand 01/04/2025			282,333.65
	ADD			
	Receipts 01/04/2025 - 31/08/2025			88,548.51
				370,882.16
	SUBTRACT			
	Payments 01/04/2025 - 31/08/2025			90,656.03
A	**Cash in Hand 31/08/2025** (per Cash Book)			**280,226.13**
	Cash in hand per Bank Statements			
	Petty Cash	01/07/2024	0.00	
	HSBC Current AC	31/08/2025	1,762.40	
	HSBC Savings AC	31/08/2025	58,865.83	
	Santander Current AC	31/08/2025	460.00	
	Santander Bus Saver AC	31/08/2025	86,703.11	
	Unity Trust Bank (AC no 20450313	31/08/2025	33,777.11	
	Lloyds bank	31/08/2025	66,563.18	
	Charity Bank	01/08/2025	26,316.14	
	Unity Bank Instant Access Saving	31/08/2025	5,778.36	
				280,226.13
	Less unpresented payments			
				280,226.13
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**280,226.13**
	A = B Checks out OK			

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Appendix 2

Lytchett Matravers Parish Council

Listing of Payments & Receipts in each Code for All Cost Centres

(Between 01-08-2025 and 31-08-2025)

Cost Centre Allotments

Code Number 262 Allotment Deposits

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	06/08/2025	2025-2026/53		Unity Trust Bank (A		Receipt - Allotment deposit	Tracy Osman	Z	50.00		50.00
						Subtotal for Code:	Allotment Deposits		£50.00		£50.00

Code Number 263 Allotments Utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
142	01/08/2025		8, 23.7.25	HSBC Current AC	BP	Payment - Supply of water to allotments	Water2Business	Z	-409.90		-409.90
						Subtotal for Code:	Allotments Utilities		£-409.90		£-409.90

Code Number 264 Allotments R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
149	11/08/2025	UTB Card	8, 13.8.25	Unity Trust Bank (A	DD	Payment - UTB charge card	Lloyds UTB Charge Card	Z	-18.00		-18.00
						Subtotal for Code:	Allotments R&M		£-18.00		£-18.00
						Subtotal for Cost Centre:	Allotments		-377.90		-377.90

Cost Centre Burials/Cemetery

Code Number 281 Burials Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
65	26/08/2025	2025-2026/61		Unity Trust Bank (A		Receipt - Memorial Application	Minster Stone Memorials	Z	63.00		63.00
67	08/08/2025	2025-2026/60		Unity Trust Bank (A		Receipt - Memorial Application	Excalibur stone memorials	Z	31.50		31.50
68	08/08/2025	2025-2026/59		Unity Trust Bank (A		Receipt - Memorial Application	Minster Stone Memorials	Z	73.50		73.50
						Subtotal for Code:	Burials Charges		£168.00		£168.00

Code Number 284 Cemetery R&M - General

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
162	19/08/2025	10946011	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Idverde - Cemetery Grounds	Idverde Ltd	S	-401.51	-80.30	-481.81
						Subtotal for Code:	Cemetery R&M - General		£-401.51	£-80.30	£-481.81
						Subtotal for Cost Centre:	Burials/Cemetery		-233.51	-80.30	-313.81

Cost Centre Community Support

Code Number 169 Defibrillator Support

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
149	11/08/2025	UTB Card	8, 13.8.25	Unity Trust Bank (A	DD	Payment - UTB charge card	Lloyds UTB Charge Card	S	-127.07	-25.41	-152.48
						Subtotal for Code:	Defibrillator Support		£-127.07	£-25.41	£-152.48

Code Number 173 General Donations

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
71	08/08/2025			Unity Trust Bank (A	Credit	Receipt - Donation to PC from day cent	Angela Tolley	Z	2,826.99		2,826.99
						Subtotal for Code:	General Donations		£2,826.99		£2,826.99

Code Number 174 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Lytchett Matravers Parish Council

Listing of Payments & Receipts in each Code for All Cost Centres

(Between 01-08-2025 and 31-08-2025)

157	19/08/2025	P/PAP/2025/0(	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Pre-planning application for :	Dorset Council	Z	-1,482.50		-1,482.50
164	19/08/2025		8, 13.8.25	Unity Trust Bank (A	BP	Payment - Guerilla Gardener supplies a	Cllr A Bush expenses	Z	-84.59		-84.59
							Subtotal for Code: Miscellaneous		£-1,567.09		£-1,567.09
							Subtotal for Cost Centre: Community Support		1,132.83	-25.41	1,107.42

Cost Centre Council Related

Code Number 137 Subscriptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
155	19/08/2025	19UG014-003	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Parish Online Mapping	Parish Online	S	-160.00	-32.00	-192.00
							Subtotal for Code: Subscriptions		£-160.00	£-32.00	£-192.00

Code Number 142 Bank Interest

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
72	31/08/2025			Santander Bus Sav	Credit	Receipt - Santander Interest	Santander bank	Z	73.58		73.58
73	11/08/2025			Lloyds bank	Credit	Receipt - Lloyds Bank Interest	Lloyds Bank	Z	42.10		42.10
74	01/08/2025			HSBC Savings AC	Credit	Receipt - HSBC Interest	HSBC	Z	81.19		81.19
75	31/08/2025			HSBC Savings AC	Credit	Receipt - HSBC Interest	HSBC Savings Account	Z	75.90		75.90
							Subtotal for Code: Bank Interest		£272.77		£272.77

Code Number 143 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
149	11/08/2025	UTB Card	8, 13.8.25	Unity Trust Bank (A	DD	Payment - UTB charge card	Lloyds UTB Charge Card	Z	-3.00		-3.00
167	31/08/2025		8, 13.8.25	Unity Trust Bank (A	DD	Payment - UTB Service Charge	UTB Service charge	Z	-12.15		-12.15
							Subtotal for Code: Bank Charges		£-15.15		£-15.15
							Subtotal for Cost Centre: Council Related		97.62	-32.00	65.62

Cost Centre Employee Related

Code Number 101 Employee Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
152	19/08/2025	2800463116	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Julie Wigg Salary	Julie Wigg Salary	Z	-1,640.17		-1,640.17
							Subtotal for Code: Employee Salaries		£-1,640.17		£-1,640.17

Code Number 102 Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
156	19/08/2025		8, 13.8.25	Unity Trust Bank (A	BP	Payment - LGPS Pension Contribution	Dorset Council Pension Fund	Z	-563.79		-563.79
							Subtotal for Code: Pension Contributions		£-563.79		£-563.79

Code Number 103 National Insurance and Income Tax

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
163	19/08/2025		8, 13.8.25	Unity Trust Bank (A	BP	Payment - HMRC Payroll	HMRC	Z	-511.85		-511.85
							Subtotal for Code: National Insurance and Income		£-511.85		£-511.85

Code Number 104 Handyman

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Lytchett Matravers Parish Council

Listing of Payments & Receipts in each Code for All Cost Centres

(Between 01-08-2025 and 31-08-2025)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
153	19/08/2025		8, 13.8.25	Unity Trust Bank (A	BP	Payment - Handyman Duties	T Homer	Z	-375.46		-375.46
						Subtotal for Code:	Handyman		£-375.46		£-375.46
						Subtotal for Cost Centre:	Employee Related		-3,091.27		-3,091.27

Cost Centre Open Spaces

Code Number 237 Recreation Ground General R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
158	19/08/2025	10945725	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Idverde - Rec and Sports clu	Idverde Ltd	S	-484.62	-96.92	-581.54
						Subtotal for Code:	Recreation Ground General R&		£-484.62	£-96.92	£-581.54
						Subtotal for Cost Centre:	Open Spaces		-484.62	-96.92	-581.54

Cost Centre Parish Office

Code Number 303 Office Supplies

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
149	11/08/2025	UTB Card	8, 13.8.25	Unity Trust Bank (A	DD	Payment - UTB charge card	Lloyds UTB Charge Card	Z	-17.99		-17.99
165	19/08/2025		8, 13.8.25	Unity Trust Bank (A	BP	Payment - Clerk expenses - postage	Clerks Expenses	Z	-3.60		-3.60
						Subtotal for Code:	Office Supplies		£-21.59		£-21.59

Code Number 305 Office IT

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
160	19/08/2025	28396	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Rejuvinate IT Costs	Rejuvenate	S	-29.34	-5.87	-35.21
						Subtotal for Code:	Office IT		£-29.34	£-5.87	£-35.21

Code Number 306 Office Connectivity

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
66	19/08/2025			Unity Trust Bank (A	BP	Receipt - Mobile phone credit payment	Aerial Direct (02)	S	2.50	0.50	3.00
147	11/08/2025		8, 13.8.25	Unity Trust Bank (A	DD	Payment - Mobile phone	Propel Finance PLC	S	-7.42	-1.48	-8.90
150	19/08/2025		8, 13.8.25	Unity Trust Bank (A	DD	Payment - Wessex Internet	Wessex Internet	S	-1.00	-0.20	-1.20
166	19/08/2025		8, 13.8.25	Unity Trust Bank (A	DD	Payment - Mobile phone	O2	S	-13.65	-2.73	-16.38
						Subtotal for Code:	Office Connectivity		£-19.57	£-3.91	£-23.48
						Subtotal for Cost Centre:	Parish Office		-70.50	-9.78	-80.28

Cost Centre Sports Pavilion

Code Number 322 Sports Pavilion Utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
150	19/08/2025		8, 13.8.25	Unity Trust Bank (A	DD	Payment - Wessex Internet	Wessex Internet	S	-1.00	-0.20	-1.20
						Subtotal for Code:	Sports Pavilion Utilities		£-1.00	£-0.20	£-1.20
						Subtotal for Cost Centre:	Sports Pavilion		-1.00	-0.20	-1.20

Cost Centre WG Neighbourhood Plan

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Lytchett Matravers Parish Council

Listing of Payments & Receipts in each Code for All Cost Centres

(Between 01-08-2025 and 31-08-2025)

Code Number 582 NP Revision

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
145	04/08/2025	5267	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Printing Costs for Neighbour	Print in the Bag	S	-339.00	-67.80	-406.80
146	04/08/2025	5269	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Printing Costs for Neighbour	Print in the Bag	S	-229.00	-45.80	-274.80
154	19/08/2025		8, 13.8.25	Unity Trust Bank (A	BP	Payment - Royal Mail response - NP	Royal Mail	S	-68.85	-13.77	-82.62
						Subtotal for Code:	NP Revision		£-636.85	£-127.37	£-764.22
						Subtotal for Cost Centre:	WG Neighbourhood Plan		-636.85	-127.37	-764.22

Cost Centre Youth Hall

Code Number 361 Youth Hall Rental/Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
70	04/08/2025	2025-2026/57		Unity Trust Bank (A		Receipt - Youth Hall Hire for Community	PCC of St Marys	Z	30.00		30.00
143	01/08/2025	11385	8, 13.8.25	Unity Trust Bank (A	DD	Payment - Scribe Booking System	Starboard Systems Ltd	S	-26.00	-5.20	-31.20
						Subtotal for Code:	Youth Hall Rental/Hire		£4.00	£-5.20	£-1.20

Code Number 362 Youth Hall Utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
144	01/08/2025	6068550236	8, 13.8.25	Unity Trust Bank (A	DD	Payment - Water Youth Hall	Water2Business	Z	-143.79		-143.79
148	11/08/2025	02905614	8, 13.8.25	Unity Trust Bank (A	DD	Payment - Electricity - LM Youth Hall	Yu Energy	L	-23.16	-1.16	-24.32
150	19/08/2025		8, 13.8.25	Unity Trust Bank (A	DD	Payment - Wessex Internet	Wessex Internet	S	-1.00	-0.20	-1.20
151	19/08/2025	2800463116	8, 13.8.25	Unity Trust Bank (A	DD	Payment - Youth Hall rubbish collection	Dorset Council	Z	-29.80		-29.80
						Subtotal for Code:	Youth Hall Utilities		£-197.75	£-1.36	£-199.11

Code Number 364 Youth Hall Dorset Youth Association

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
159	19/08/2025		8, 13.8.25	Unity Trust Bank (A	BP	Payment - Dorset Youth Association - Y	Dorset Youth Association	Z	-2,368.00		-2,368.00
						Subtotal for Code:	Youth Hall Dorset Youth Associa		£-2,368.00		£-2,368.00

Code Number 366 Youth Hall R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
161	19/08/2025	710	8, 13.8.25	Unity Trust Bank (A	BP	Payment - Cleaning of LMYH	Sally-Anne's Professional Cleaning Se	Z	-100.00		-100.00
						Subtotal for Code:	Youth Hall R&M		£-100.00		£-100.00
						Subtotal for Cost Centre:	Youth Hall		-2,661.75	-6.56	-2,668.31

TOTALS . . . . . **£-6,326.95** **£-378.54** **£-6,705.49**

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