Minutes of the

FINANCE AND GENERAL PURPOSES COMMITTEE
Meeting held on Wednesday 11th February 2026
in the Village Hall, Lytchett Matravers, BH16 6BD

PRESENT: Cllrs R Ong (Chair), A Bush, A Huggins, P Webb, K Morgan

The meeting started at 7.00pm

PUBLIC PARTICIPATION:
Two members of public in attendance.
One only to observe.

Pharmacy Update
A representative of the Pharmacy explained that the current premises are inadequate due to insufficient space for the range of services now expected. Limitations include a lack of consultation rooms, restricted space for equipment and storage, and an inability to hold patients' medication for the required period. The existing shop layout is also impractical.

The Pharmacy is seeking to approximately double its floorspace and provide three consultation rooms (currently one). The landlord is not willing to redevelop the existing building.

Timescale: As soon as possible.

1. **APOLOGIES:** Cllrs R Aspray, M Rigby, K Korenevsky, V Abbott, J Wigg (Clerk)
   Cllr Webb arrived at 7.18pm

2. **DECLARATIONS OF PECUNIARY INTEREST - AND CONSIDERATION OF REQUESTS FOR SPECIAL DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**
   Cllr Ong declared an interest to item 15 as they are neighbours.

3. **TO RECEIVE AND APPROVE MINUTES OF THE FINANCE & GEN PURPOSES COMMITTEE MEETING HELD ON 14th JANUARY 2026.**
   These minutes were accepted as a true record of the meeting and were duly signed by the Committee Chair.

4. **TO RECEIVE AND NOTE THE 2025-26 YEAR TO DATE BANK RECONCILIATION - FOR PURPOSES OF REPORT ONLY AND FOR APPROVAL BY CLLR ASPRAY.**
   A copy of the bank reconciliation was made available to all members ahead of the meeting and is attached at **(Appendix 1).** It was noted that there was no charity Bank statement included.

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

5. **TO RECEIVE AND CONSIDER A REPORT COVERING 2025-26 YEAR TO DATE 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.

   Action: Coding to be reviewed by Cllr Bush for Viking Swing (suggested Sinking Fund/Operating costs) and Youth Hall footpath (Capital cost).

6. **TO REVIEW AND MAKE A RECOMMENDATION TO FULL COUNCIL TO ADOPT THE RISK MANAGEMENT POLICY.**

   Action: Clerk to rework policy to align with our financial regs.

7. **TO REVIEW AND MAKE A RECOMMENDATION TO FULL COUNCIL TO APPROVE THE RISK REGISTER AND PLAN, FEBRUARY 2026.**

   It was **RESOLVED** to make a recommendation to Full Council that the Risk Register and Plan are **APPROVED.**

8. **TO REVIEW AND CONSIDER LICENCE AGREEMENTS.**

   It was **RESOLVED** to **APPROVE** to make a recommendation to Full Council that the licence agreements are reviewed as per the Clerks report (**Appendix 4**)

9. **TO CONSIDER THE POTENTIAL FOR PARISH COUNCIL OWNED LAND IN THE VILLAGE CENTRE TO BE RELEASED FOR COMMERCIAL DEVELOPMENT.**

   9.1 Cllr Morgan presented concept ideas (previously shared via Dropbox) including illustrative diagrams for potential commercial development along the High Street. The largest potential site identified is the Recreation Ground; however, this land is protected as a Fields in Trust site and cannot be developed. Relocation of the Sports Pavilion and store to the school site was noted as a potential long-term project.

   9.2 An option to widen the existing car park by approximately 2 metres was outlined.

   9.3 A proposal was presented for a new two-storey Pharmacy building adjacent to the end of the Pavilion.

   9.4 Potential later phases could include redevelopment of the Pavilion/store and, in the very long term, redevelopment of the Scout Hall (noting the Scouts do not wish to relocate).

   9.5 It was noted that the existing Sports Pavilion presents poorly from the road.

   9.6 Councillors noted that all proposals are conceptual at this stage.

   A copy of the paper was provided to the Pharmacy.

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9 TO REVIEW THE POLICY & PROCEDURE CHECKLIST DATED FEBRUARY 2026 AND APPROVE AND/OR ADOPT THE HIGHLIGHTED POLICIES.

Councillors agreed that the following amendments must be addressed before the policies are recommended to Full Council:

9.1 Financial Regulations: review required in relation to reserves, internal control, and investment provisions.

9.2 Social Media Policy: to be revised, as it currently states that Councillors use social media on behlf of the Council

9.3 Register of Interests Policy: clarification required as to whether a separate policy is necessary.

9.4 Lone Working Policy: advice to be sought from DAPTC to confirm relevance and requirements.

9.5 Expenses and Chair's Allowance: reference to the Chair's Allowance to be removed.

9.6 Reserves Policy: provision currently states 6 months; to be amended to reflect a range of 3–12 months.

10 TO CONSIDER AND AGREE NEXT STEPS FOR PARISH SIGNS.

9.1 It was noted that the Astro facility and Sports Pavilion require larger, more prominent signage.

9.2 Members agreed that "Lytchett Matravers" should be displayed in large text on the signage. Action: Cllr Bush to speak to the Clerk about finding a new supplier capable of providing larger signs.

11 TO CONSIDER A PROPOSAL TO CONTINUE WITH DORSET YOUTH FOR YOUTH CLUB SERVICES TO 31.03.2027.

Councillors approved Cllr Ong opening discussions with Dorset Youth, noting that this is not tied to the March 2027 target date

12 TO APPROVE REQUESTING A QUOTATION FROM BCP FOR THE ROUNDABOUT AND ASSOCIATED WORKS FOLLOWING PROLUDIC'S DECISION NOT TO SUBMIT A BID.

It was agreed that having approached several suppliers, and PBS have declined to quote, if only one or two quotes are received, a decision will be made based on the quotes submitted.

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13 TO RECEIVE AND CONSIDER THE OFFICER RESPONSE TO PLANNING APPLICATION P/PAP/2025/00485 - LYTCHETT MATRAVERS PRIMARY SCHOOL, WAREHAM ROAD, LYTCHETT MATRAVERS BH16 6DY

It was noted that the response to the report was disappointing. Councillors are still awaiting the asset transfer before committing to any expenditure on developing ideas.

It was agreed to ensure Dorset Councillors are made aware that a pre-application has been submitted, but the asset transfer must be completed before further progress can be made. **Action:** The Clerk will contact Dorset Council's Community Asset Transfer liaison for clarification.

14 P/CLE/2026/00420 Land to the south of Huntick Road Lytchett Matravers - The cabin building and for the purpose of enjoying recreational use of the land. The ability to make hot food and drink and general welfare facilities within the cabin.

Application for Certificate of Lawfulness – Parish Council Response

Several assertions in the application are fundamentally incorrect.

1. Lytchett Matravers Parish Council previously wrote in 2003 and 2004 requesting removal of the hut; therefore, the claim that it has been on site since 1999 should be considered nullified.
2. The application contains factual inaccuracies:
   a. No water supply exists on the site.
   b. No drainage is provided.
   c. There has been no activity on the site.
   d. The site was only cleared in 2025.

(Members of the Parish Council are prepared to testify to these details).

3. Dorset Explorer records this land as registered common land.

It was **RESOLVED** that the Parish Council **OBJECT** to the above Certificate of Lawfulness.

15 TO CONSIDER ITEMS FOR THE PARISH MAGAZINE

15.1 Defibrillator
15.2 Pond
15.3 Pre-app on Sports field proposal behind school.

16 TO NOTE CORRESPONDENCE RECEIVED.

16.1 Cllr Huggins reported that Dorset Council have granted £12k to LMPC from the Capital Leverage Fund.
16.2 Received notification that Community Asset Transfer request for the youth hall has been received and is just going through legal process for whole plot which includes cadets hall.

The meeting closed at 20:57 Annotated by Cllr A Huggins

and approved by Cllr R Ong Chair of committee _____

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Appendix 1

9 February 2026 (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 01/02/2026			
	Cash in Hand 01/04/2025			282,333.65
	ADD			
	Receipts 01/04/2025 - 01/02/2026			173,392.05
				455,725.70
	SUBTRACT			
	Payments 01/04/2025 - 01/02/2026			191,163.53
A	**Cash in Hand 01/02/2026** (per Cash Book)			**264,562.17**
	Cash in hand per Bank Statements			
	Petty Cash	01/07/2024	0.00	
	HSBC Current AC	01/02/2026	1,794.40	
	HSBC Savings AC	01/02/2026	59,221.82	
	Santander Current AC	01/02/2026	450.02	
	Santander Bus Saver AC	01/02/2026	87,067.15	
	Unity Trust Bank (AC no 20450313	01/02/2026	16,746.61	
	Lloyds bank	01/02/2026	66,733.68	
	Charity Bank	01/02/2026	26,705.34	
	Unity Bank Instant Access Saving	01/01/2026	5,843.15	
				264,562.17
	Less unpresented payments			
				264,562.17
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**264,562.17**
	A = B Checks out OK			

Created by Scribe

Appendix 2

Lytchett Matravers Parish Council — 9 February 2026 (2025-2026)

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

(Between 01-01-2026 and 01-02-2026)

Cost Centre Allotments

Code Number 261 Allotment Rent

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
166	02/01/2026	2025-2026/10(		Unity Trust Bank (A		Receipt - Allotment renewal	A Shaw	Z	38.00		38.00
167	02/01/2026	2025-2026/14E		Unity Trust Bank (A		Receipt - Allotment renewal	S Trent	Z	38.00		38.00
167	02/01/2026	2025-2026/14E		Unity Trust Bank (A		Receipt - Allotment renewal	S Trent	Z	19.00		19.00
168	02/01/2026	2025-2026/124		Unity Trust Bank (A		Receipt - Allotment renewal	N Burton	Z	38.00		38.00
169	05/01/2026	2025-2026/113		Unity Trust Bank (A		Receipt - Allotment renewal	Dale Chamberlain	Z	76.00		76.00
170	05/01/2026	2025-2026/127		Unity Trust Bank (A		Receipt - Allotment renewal	H Griffiths	Z	57.00		57.00
171	06/01/2026	2025-2026/122		Unity Trust Bank (A		Receipt - Allotment renewal	R Matthews	Z	38.00		38.00
172	07/01/2026	2025-2026/14E		Unity Trust Bank (A		Receipt - Allotment renewal	Thomas Kelly	Z	114.00		114.00
173	02/01/2026	2025-2026/109		Unity Trust Bank (A		Receipt - Allotment renewal	Gemma Holden (Evans)	Z	38.00		38.00
174	02/01/2026	2025-2026/153		Unity Trust Bank (A		Receipt - Allotment renewal	J Davis	Z	19.00		19.00
175	02/01/2026	2025-2026/147		Unity Trust Bank (A		Receipt - Allotment renewal	M Taylor	Z	38.00		38.00
176	08/01/2026	2025-2026/123		Unity Trust Bank (A		Receipt - Allotment renewal	D Ball	Z	38.00		38.00
177	08/01/2026	2025-2026/111		Unity Trust Bank (A		Receipt - Allotment renewal	A McCullen	Z	38.00		38.00
180	12/01/2026	2025-2026/131		Unity Trust Bank (A		Receipt - Allotment renewal	V Kiraly	Z	76.00		76.00
181	12/01/2026	2025-2026/14(		Unity Trust Bank (A		Receipt - Allotment renewal	A Waters	Z	38.00		38.00
185	26/01/2026	2025-2026/143		Unity Trust Bank (A		Receipt - Allotment renewal	C Hannam	Z	38.00		38.00
187	22/01/2026	2025-2026/13E		Unity Trust Bank (A		Receipt - Allotment renewal	Mr and Mrs Jeffery	Z	76.00		76.00
188	16/01/2026	2025-2026/103		Unity Trust Bank (A		Receipt - Allotment renewal	Steve Mills	Z	38.00		38.00
190	26/01/2026	2025-2026/134		Unity Trust Bank (A		Receipt - Allotment renewal	N Harrison	Z	38.00		38.00
191	26/01/2026	2025-2026/137		Unity Trust Bank (A		Receipt - Allotment renewal	Mr and Mrs Percy	Z			
192	26/01/2026	2025-2026/112		Unity Trust Bank (A		Receipt - Allotment renewal	Jenny Brown	Z			
195	29/01/2026	2025-2026/10E		Unity Trust Bank (A		Receipt - Allotment renewal	Lindsey O'Hara	Z	76.00		76.00
196	29/01/2026	2025-2026/12E		Unity Trust Bank (A		Receipt - Allotment renewal	H Brown (B Hunter)	Z	38.00		38.00
197	27/01/2026	2025-2026/13E		Unity Trust Bank (A		Receipt - Allotment renewal	K Stevenson	Z	38.00		38.00
198	27/01/2026	2025-2026/133		Unity Trust Bank (A		Receipt - Allotment renewal	L Nichols	Z	38.00		38.00
199	27/01/2026	2025-2026/132		Unity Trust Bank (A		Receipt - Allotment renewal	Jennifer Hunneyball	Z	38.00		38.00
200	26/01/2026	2025-2026/104		Unity Trust Bank (A		Receipt - Allotment renewal	S Wright	Z	38.00		38.00
201	26/01/2026	2025-2026/144		Unity Trust Bank (A		Receipt - Allotment renewal	Emma Long	Z	38.00		38.00
202	26/01/2026	2025-2026/13E		Unity Trust Bank (A		Receipt - Allotment renewal	O Toth	Z	38.00		38.00
203	27/01/2026	2025-2026/99		Unity Trust Bank (A		Receipt - Allotment renewal	Andrew Carmichael	Z	38.00		38.00
206	19/01/2026			Unity Trust Bank (A	Credit	Receipt - S Brooker - Allotment 59	S Brooker Allot 59	Z	35.00		35.00
208	05/01/2026		6, 28.1.26	Unity Trust Bank (A	Credit	Receipt - Allotment renewal no. 69	Naomi Gordon	Z	38.00		38.00
210	08/01/2026			HSBC Current AC	Credit	Receipt - Allotment renewal	Steve Mills	Z	32.00		32.00
							Subtotal for Code: Allotment Rent		£1,378.00		£1,378.00
							Subtotal for Cost Centre: Allotments		1,378.00		1,378.00

Cost Centre Burials/Cemetery

Lytchett Matravers Parish Council — 9 February 2026 (2025-2026)

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

(Between 01-01-2026 and 01-02-2026)

Code Number 281 Burials Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
182	12/01/2026	2025-2026/157		Unity Trust Bank (A		Receipt - Burial fee and plot purchase	Lesley Shand	Z	231.00		231.00
182	12/01/2026	2025-2026/157		Unity Trust Bank (A		Receipt - Burial fee and plot purchase	Lesley Shand	Z	147.00		147.00
184	26/01/2026	2025-2026/162		Unity Trust Bank (A		Receipt - Interment in Row Park Cemet	J Parker	Z	84.00		84.00
186	22/01/2026	2025-2026/161		Unity Trust Bank (A		Receipt - Cremated remains burial plot	Shelagh Wilcox	Z	136.50		136.50
							Subtotal for Code: Burials Charges		£598.50		£598.50

Code Number 284 Cemetery R&M - General

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
304	30/01/2026	10958534	6, 28.1.26	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		196.99	-80.30	116.69

Cost Centre Community Support

Code Number 165 Litter Collection/Picks

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
312	12/01/2026	2008202534	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Rubble sacks	Screwfix Direct Ltd	S	-13.32	-2.66	-15.98
							Subtotal for Code: Litter Collection/Picks		£-13.32	£-2.66	£-15.98

Code Number 166 Remembrance Day

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
299	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Dorset Council advance war	Dorset Council	S	-30.00	-6.00	-36.00
							Subtotal for Code: Remembrance Day		£-30.00	£-6.00	£-36.00

Code Number 169 Defibrillator Support

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
189	13/01/2026			Unity Trust Bank (A	Credit	Receipt - Donation from WI for Defib	Lytchett Matravers Womens Institute	Z	50.00		50.00
306	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Defib cabinet	Risk Assessment	S	-469.79	-93.96	-563.75
							Subtotal for Code: Defibrillator Support		£-419.79	£-93.96	£-513.75

Code Number 175 Wessex Internet

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
284	16/01/2026	CU24932447	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Wessex Internet	Wessex Internet	S	-3.00	-0.60	-3.60
							Subtotal for Code: Wessex Internet		£-3.00	£-0.60	£-3.60

Code Number 184 Inpost Locker

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
204	28/01/2026			Unity Trust Bank (A	Credit	Receipt - Inpost Locker Rent	Inpost locker rent	Z	300.00		300.00
							Subtotal for Code: Inpost Locker		£300.00		£300.00
							Subtotal for Cost Centre: Community Support		-166.11	-103.22	-269.33

Cost Centre Council Related

Lytchett Matravers Parish Council

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

(Between 01-01-2026 and 01-02-2026)

Code Number 132 Councillor Expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
296	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Cllr Bush Expenses for xmas	A Bush	Z	-70.35		-70.35
301	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Councillor Expenses	A Bush	Z	-6.36		-6.36
						Subtotal for Code:	Councillor Expenses		£-76.71		£-76.71

Code Number 142 Bank Interest

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
163	01/01/2026			Santander Bus Sa	Credit	Receipt - Santander Interest	Santander bank	Z	73.82		73.82
164	01/01/2026			HSBC Savings AC	Credit	Receipt - HSBC Interest	HSBC	Z	70.25		70.25
211	01/02/2026			HSBC Savings AC	Credit	Receipt - HSBC Interest	HSBC	Z	70.33		70.33
212	01/02/2026			Santander Bus Sa	Credit	Receipt - Santander Interest	Santander bank	Z	73.88		73.88
213	09/01/2026			Lloyds bank	Credit	Receipt - Lloyds Bank Interest	Lloyds Bank	Z	33.99		33.99
						Subtotal for Code:	Bank Interest		£322.27		£322.27

Code Number 143 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
291	31/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Unity Trust Bank Service Ch	Unity Trust Bank	Z	-14.10		-14.10
313	12/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Charge card fee	Lloyds UTB Charge Card	Z	-3.00		-3.00
						Subtotal for Code:	Bank Charges		£-17.10		£-17.10
						Subtotal for Cost Centre:	Council Related		228.46		228.46

Cost Centre Employee Related

Code Number 101 Employee Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
303	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Julie Wigg Salary	Julie Wigg Salary	Z	-1,988.82		-1,988.82
						Subtotal for Code:	Employee Salaries		£-1,988.82		£-1,988.82

Code Number 102 Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
305	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - LGPS Pension Contribution	Dorset County Pension Fund	Z	-669.64		-669.64
						Subtotal for Code:	Pension Contributions		£-669.64		£-669.64

Code Number 103 National Insurance and Income Tax

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
294	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - HMRC Payroll	HMRC	Z	-719.88		-719.88
						Subtotal for Code:	National Insurance and Income		£-719.88		£-719.88

Code Number 104 Handyman

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
292	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Handyman Duties	T Homer	Z	-448.72		-448.72
						Subtotal for Code:	Handyman		£-448.72		£-448.72
						Subtotal for Cost Centre:	Employee Related		-3,827.06		-3,827.06

9 February 2026 (2025-2026)

Lytchett Matravers Parish Council

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

(Between 01-01-2026 and 01-02-2026)

Cost Centre Lytchett Astro

Code Number 341 Lytchett Astro Rental/Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
165	07/01/2026	2025-2026/15		Unity Trust Bank (A		Receipt - Reimbursement of fees collec	Lytchett Matravers Sports Club	Z	5,150.00		5,150.00
						Subtotal for Code:	Lytchett Astro Rental/Hire		£5,150.00		£5,150.00
						Subtotal for Cost Centre:	Lytchett Astro		5,150.00		5,150.00

Cost Centre Open Spaces

Code Number 233 Recreation Ground electric charging

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
205	27/01/2026			Unity Trust Bank (A	Credit	Receipt - Mer Charging UK Ltd	Mer Charging UK Ltd	Z	62.70		62.70
						Subtotal for Code:	Recreation Ground electric cha		£62.70		£62.70

Code Number 240 Old School Green R&M

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
293	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - War memorial hedgecutting	John Child	Z	-260.00		-260.00
						Subtotal for Code:	Old School Green R&M		£-260.00		£-260.00

Code Number 243 Other Open Space Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
295	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Emergency Tree Works	Aerial Tree Services Ltd	S	-50.00	-10.00	-60.00
300	30/01/2026	SI929101	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Purchase of bins	Glasdon UK Ltd	S	-912.60	-182.52	-1,095.12
302	30/01/2026	01807	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Tree works	Aerial Tree Services Ltd	S	-480.00	-96.00	-576.00
307	12/01/2026	703571084	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Refuse sacks	Amazon EU	S	-12.49	-2.50	-14.99
312	12/01/2026	2008202534	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Rubble sacks	Screwfix Direct Ltd	S	-38.32	-7.67	-45.99
						Subtotal for Code:	Other Open Space Maintenanc		£-1,493.41	£-298.69	£-1,792.10
						Subtotal for Cost Centre:	Open Spaces		-1,690.71	-298.69	-1,989.40

Cost Centre Parish Office

Code Number 303 Office Supplies

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
308	12/01/2026	M60JAEUI	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Printer toner cartridges	Amazon EU	S	-60.00	-12.00	-72.00
309	12/01/2026	4E5N1IRI	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Printer toner cartridges	Amazon EU	S	-64.82	-12.96	-77.78
310	12/01/2026	719WAEUI	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Printer toner cartridges	Amazon EU	S	-69.51	-13.90	-83.41
311	12/01/2026	Q41Z6DI	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Printer toner cartridges	Amazon EU	S	-35.80	-7.16	-42.96
						Subtotal for Code:	Office Supplies		£-230.13	£-46.02	£-276.15

Code Number 305 Office IT

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
298	30/01/2026	30054	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Rejuvinate IT Costs	Rejuvenate	S	-29.34	-5.87	-35.21
314	02/01/2026	14850	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Scribe Booking System	Starboard Systems Ltd	S	-26.00	-5.20	-31.20
						Subtotal for Code:	Office IT		£-55.34	£-11.07	£-66.41

Lytchett Matravers Parish Council

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

(Between 01-01-2026 and 01-02-2026)

Code Number 306 Office Connectivity

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
282	27/01/2026	41899982	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Mobile phone	O2	S	-11.00	-2.20	-13.20
287	12/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Mobile phone credit paymen	Propel Finance PLC	S	-7.42	-1.48	-8.90
						Subtotal for Code:	Office Connectivity		£-18.42	£-3.68	£-22.10

Code Number 309 Car Park Lighting

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
209	13/01/2026		6, 28.1.26	Unity Trust Bank (A	Credit	Receipt - Refund SSE Car Park Lightin	SSE Energy Solutions	L	8.99	0.45	9.44
						Subtotal for Code:	Car Park Lighting		£8.99	£0.45	£9.44
						Subtotal for Cost Centre:	Parish Office		-294.90	-60.32	-355.22

Cost Centre The Youth Hall

Code Number 361 Youth Hall Rental/Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
178	08/01/2026	2025-2026/90		Unity Trust Bank (A		Receipt - youth hall hire	Lytchett Matravers Youth Hall and You	Z	10.00		10.00
179	08/01/2026	2025-2026/92		Unity Trust Bank (A		Receipt - Youth Hall hire	Lytchett Matravers Youth Hall and You	Z	10.00		10.00
						Subtotal for Code:	Youth Hall Rental/Hire		£20.00		£20.00

Code Number 362 Youth Hall Utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
283	19/01/2026	2800481496	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Youth Hall bins	Dorset Council	Z	-36.06		-36.06
288	08/01/2026	03397009	6, 28.1.26	Unity Trust Bank (A	BP	Payment - LM Youth Hall electricity acc	Yu Energy	L	-793.73	-39.69	-833.42
297	30/01/2026		6, 28.1.26	Unity Trust Bank (A	BP	Payment - Youth Hall Cleaning	Sally Anne's Professional Cleaning Se	Z	-120.00		-120.00
						Subtotal for Code:	Youth Hall Utilities		£-949.79	£-39.69	£-989.48

Code Number 363 Youth Hall Grants

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
183	08/01/2026			Unity Trust Bank (A	Credit	Receipt - Grant for Youth Hall	Lytchett Matravers Youth Hall and You	Z	6,000.00		6,000.00
						Subtotal for Code:	Youth Hall Grants		£6,000.00		£6,000.00

Code Number 364 Youth Hall Dorset Youth Association

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
285	14/01/2026	2814	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Dorset Youth Association - Y	Dorset Youth Association	Z	-3,062.00		-3,062.00
286	14/01/2026	2827	6, 28.1.26	Unity Trust Bank (A	BP	Payment - Dorset Youth Association - Y	Dorset Youth Association	Z	-3,062.00		-3,062.00
						Subtotal for Code:	Youth Hall Dorset Youth Associa		£-6,124.00		£-6,124.00
						Subtotal for Cost Centre:	The Youth Hall		-1,053.79	-39.69	-1,093.48

TOTALS ..... **£-79.12** **£-582.22** **£-661.34**

Appendix 3

Review of Licence Agreements

Report by the Parish Clerk

Purpose of the Report

To provide Members with an overview of the current licence agreements entered into by Lytchett Matravers Parish Council, to highlight differences in content, duration, and charges, and to recommend a review of fees, consistency, and the timing of invoicing going forward.

Background

The Parish Council currently enters into a small number of licence agreements covering different uses of Parish-owned land. These agreements have developed over time and differ significantly in terms of duration, conditions, and charges. A review is considered timely to ensure consistency, transparency, and appropriate cost recovery, and to align charging with the beginning of the financial year where possible.

Summary of Current Licence Agreements

High Street Car Park – Trading Licences

1. **Licensee:** JCM Foods – Fish & Chip Van
    - **Location:** High Street Car Park, Lytchett Matravers
    - **Use:** Mobile food trader
    - **Term:** Long term
    - **Frequency:** Weekly, every Thursday
    - **Hours:** 5pm – 8pm
    - **Charge:** Licence itself is free. Adminstration fee of £75 per quarter payable in advance.

2. **Licensee:** Ojo's Pizza
    - **Location:** High Street Car Park, Lytchett Matravers
    - **Use:** Mobile food trader
    - **Term:** Trial licence from 2 December 2025 to 31 December 2025
    - **Frequency:** Weekly, every Tuesday
    - **Hours:** 5.00pm – 8.00pm (clear of site by 8.30pm)
    - **Charge:** Licence itself is free, Administration fee of **£75 per quarter**, payable in advance
    - **Key Conditions:**
        - Trial period only; new application required for continuation
        - Non-transferable
        - Site to be left clean and tidy
        - No fly posting
        - Licence revocable with one calendar weeks' notice for breach

    - **Notes:**
      This licence is short-term, operational in nature, and includes an administration fee rather than a rental charge. Any continuation beyond the trial period would trigger further quarterly fees.

3. **Licensee**: Selahattin Kebab Van
    - **Location:** High Street Car Park, Lytchett Matravers
    - **Use:** Mobile food trader
    - **Term:** Trial licence from .....to be agreed
    - **Frequency:** Weekly, every Friday & Saturday
    - **Hours:** 5.00pm – 10.00pm (clear of site by 10.30pm)
    - **Charge:** Licence itself is free, Administration fee of £100 per month, payable in advance
    - Key Conditions:
    - Trial period only; new application required for continuation
    - Non-transferable
    - Site to be left clean and tidy
    - No fly posting
    - Licence revocable with one calendar weeks' notice for breach

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- Notes:

This licence is short-term, operational in nature, and includes an administration fee rather than a rental charge. Any continuation beyond the trial period would trigger further quarterly fees

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Beekeeping Licence

- **Licensee:** Mr M Horlock
- **Location:** Northern end of Dyetts Field, adjacent to Loop Farm Road
- **Use:** Keeping of beehives
- **Term:** Annual licence (1 January – 31 December).
- **Charge:**
  - **£30 per annum**, Invoiced annually in January.
- **Key Conditions:**
  - Personal licence, non-assignable
  - Use restricted solely to the keeping of the licensee's bees
  - Council retains rights of access and rights of way
  - One month's notice for termination if land required by the Council
  - Indemnity and liability provisions included
- **Notes:**

  This is a long-standing annual licence with a relatively low fee and a clearly defined yearly payment cycle aligned with the calendar year.

Pharmacy Grass Cutting – Deed of Grant (Rexpharm Services Ltd)

- **Agreement Type:** Deed of Grant
- **Parties:** Lytchett Matravers Parish Council and Rexpharm Services Ltd
- **Date of Deed:** February 2005
- **Clause 3.5 – Annual Payment:**
  - **£80 per annum**, payable from 1 April 2005. Invoiced annually in January.
  - Fee reviewable every five years

Issues for Consideration

- Charges across licences vary widely and have not been reviewed consistently
- Payment dates differ (calendar year, quarterly, ad hoc, or financial year)
- There is no single agreed approach to indexing, reviewing, or aligning fees

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Recommendation

Councillors are asked to consider:

1. Reviewing all licence charges to ensure they are appropriate, proportionate, and consistent.
2. Bringing licence fees into alignment, where possible, particularly for similar uses of Parish land.
3. Standardising the timing of charges, with a preference for invoicing at the beginning of the financial year (1 April), unless there is a clear operational reason not to do so.

Parish Clerk

2nd February 2026

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