Minutes of the meeting of LYTCHETT MATRAVERS PARISH COUNCIL
Meeting of Full Council, Weds 24th January 2024 at 7.30 p.m. in the Blanchard Room, Village Hall.

PRESENT were Cllrs A Bush (Council Chair), M Attridge, H Khanna, A Huggins , R Aspray, V Abbott, K Morgan, P Webb, K Korenevsky and Mr P Vivian (Parish Clerk) and Mrs A Clothier (Locum Parish Clerk / RFO).

Also present: Dorset Cllrs A Brenton and A Starr.

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
There were 5 members of the public present.

One member of the public spoke about flooding at Glebe Road – they commented that there used to be a ditch in the field behind Glebe Road and they would like to get it reinstated. Dorset Council phone lines had closed at the time of the flood so the occupants were not able to obtain any sandbags – the question was raised as to whether sandbags could be available in Lytchett Matravers. There is a store of sandbags at Lytchett Minster but it would be better to have some in the village.
Action: Cllr Webb to speak to the landowners about reinstating ditch in the field behind Glebe Road.
Action: Parish Clerk to enquire about sandbag store

The owner of Café Greywood spoke regarding her concerns about removing the layby outside of the café as proposed in the recent Dorset Council consultation, as well as the proposed double yellow lines. She explained that customers will not be able to park and will go somewhere else. There were also concerns that this was not a safe place for the zebra crossing and Dorset Council should make the road wider and reduce the speed limit. There were also concerns about visibility from the entrances to the school. The Parish Council explained that the consultation is in two stages – the one out at the moment is just for the zebra crossing not the parking restrictions.

DORSET COUNCILLORS' REPORT
The Dorset Councillors' report is attached at Appendix 1. Cllrs asked about Lytchett library and what the impact of the library review would be. All libraries will be double manned so that they can have more activities on. Dorset Council are consulting with the librarians at present.

1. **To receive and consider apologies for absence.**
   Cllr B Barker. Dorset Cllr B Pipe also sent his apologies.

2. **To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.**
   None declared in relation to matters on the agenda of this meeting.

3. **To receive and resolve to approve minutes of Council meeting held on 20th December 2023.**

It was **RESOLVED** to approve the minutes of this meeting as true records of it. The minutes were duly signed by the Council Chair.

4. To receive and consider reports of past subject matters on the minutes of the Full Council meetings (for purposes of report only).

It was **RESOLVED** to receive and note the contents of the following report, which had been prepared and circulated in advance of the meeting by the Parish Clerk. Italics below indicate additional comments made during the meeting.

Minute	Action Point	Progress
Minute 29, Full Council 26th July 2023	Continued failure of Aster Housing to maintain their children's play area between Lockyers Way and The Spinney, or the pathways around it and the pathway connecting Abbotts Court and Wareham Rd.	The Neighbourhood Officer has made a recent site visit – Clerk to write to Aster to find out what actions were raised and to report the trees at the play park *The communal drying area is trimmed back.* *The tree opposite number 8 has been reviewed* *The 3 trees next to the street lamp will be removed in March.*
Minute 17, Full Council 25th October 2023	Parish Clerk to instruct the preferred contractor for the repairs to the Churchyard / cemetery wall.	Ongoing. *The contractors are delayed due to the weather and will now be starting in Spring*
Minute 16, Full Council 25th October 2023	(i) Members to consider / suggest locations for a memorial bench on the Recreation Ground. (ii) Cllr Abbott to speak to the resident concerned about possible locations.	Resident is happy with the suggested location of library walk and has offered £300 towards the new bench. *The donation has been paid to the Parish Council.*
Minute 11, Full Council 29th November 2023	Cllr Aspray to make a list of groups in the village for the Parish Council to contact in January.	Ongoing. On main agenda
Minute 13, 20th December 2023	Cllr Morgan to look into estimate for Judicial Review and what the stages are for this.	*Email enquiry sent out 24/01*

5. **Chair's announcements (for the purposes of report only).**

- It was suggested that drop bollards be put in place at the rear of the sports pavilion – the wooden planter would be at one end and dropped bollards at the other end. Three quotes will be sought.
  Action: Parish Clerk to seek three quotes for drop bollards

- Churchyard cemetery path – the diagram is now put together so three quotes can be sought.
  Action: Parish Clerk to seek three quotes for cemetery path
- Wessex Internet – ongoing works around the recreation ground and village, but no connection to the 3 sites yet (village hall, youth hall and sports pavilion).

6. **To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on 10th January (for purposes of report only)**

   It was **RESOLVED** to receive and note the contents of these draft minutes.

7. **To consider planning application P/FUL/2024/00033 Eldons Drove, Lytchett Matravers, Poole, BH16 6HH**
   Change of use of land from agricultural to garden in line with previously agreed red line of application
   Cllrs discussed that although a change of use of the land would not change its Green Belt status, but it would bestow full Permitted Development rights which could include, inter alia, ancillary buildings. This would affect the openness of the Green Belt.

   OBJECTION – the application has the potential to have a detrimental effect on openness of the Green Belt through the siting of ancillary buildings allowed through Permitted Development Rights associated with garden use, and there is no justification for this change. Further, the Parish Council is concerned that if this change of use is permitted (contrary to NPPF advice) the adjoining properties could justifiably also seek change of use of their Green Belt land to garden curtilages with all the PD rights that would follow. The proposal is therefore harmful to the purposes of the Green Belt.
   Also please note that as required by planning application P/HOU/2022/05257 Condition 2 the existing wall should be painted in brown/dark beige and permanently maintained in this colour and the Parish Council note that this has not been carried out.

8. **To consider planning application P/HOU/2024/00133 Amberdene, Middle Road, Lytchett Matravers, BH16 6HJ**
   Construction of rear extension
   NO OBJECTION

9. **To receive a report from the Village Environment Working Group (VEWG).**
   A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 2 to these minutes.
   The key part of the report will be discussed in Agenda Item 17.

The next project is the terrace for the Pavilion. Cllrs asked about the picket fence along the front of the new terrace as this is currently where parents sit to watch the football. It was explained that this is a safety feature as well as a visual improvement.

10. To receive a report from the Highways Working Group (for purposes of report only)

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 3 to these minutes.

The Highways survey is being drafted. Mr Gracey is setting up the survey - there will be a cost to making the survey more cohesive of £40. The alternative is for each section of the survey to be submitted which Cllrs agreed was confusing. The £40 fee was approved. The survey will go live at the end of January.

The recent A350 road closure was discussed and in particular the issue of large HGVs using the Wareham Road at school pick up/ drop off times whilst the road diversion is in place. Highways are limited in what they can do as it is driver choice. A weight restriction application would need to be applied for it to be legally enforceable to stop HGVs.

11. Receive a report from the Neighbourhood Plan 2 Working Group (for purposes of report only).

The Group have written to the barrister to get prices for a judicial review.

12. To receive a report from the Lytchett Matravers Youth Hall Working Group

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 4 to these minutes.
Significant work has been completed at the Youth Hall. There is now a need for big group effort to get the Youth Hall over the line and ready for opening. Clarification was requested, for the additional £25 per window, which is for plastic trim to cover gaps.

13. To consider the following recommendations from the Finance & General Purposes Committee meeting of 10th January 2024: -

The Chair summarised the focus of each of the supporting documents and/or process referred to below:

13.1 Approval of 2024-25 Earmarked Reserves forecast – following feedback at F&GP the earmarked reserves for the Youth Hall and Village Hall were increased to £80,000 each. **Unanimously RESOLVED.**

13.2 Approval of 2024-25 Project forecast. Unanimously RESOLVED.

13.3 Approval of 2024-25 CIL forecast receipts / expenses. Unanimously RESOLVED.

13.4. Approval of 2024-25 expenditure planning. Unanimously RESOLVED.

13.5 Approval of 2024-25 summary forecast. Unanimously RESOLVED.

13.6 Approval of a recommended precept for 2024-25 of £114,000, which represents a 3.75% increase on a D Band property. A series of different levels were considered and this was felt to be closest to average rate of inflation. This will be an increase of £2.72 per year on an average Band D property. It was **RESOLVED** to **APPROVE** the precept of £114,000 with 8-1 in agreement.

14. To approve the schedule of Parish Council meetings for 2024/25.

The meetings in May were discussed as the F&GP on 8th May cannot take place as it is in the period where Councillors have stood down. It was concluded that one meeting would be held in May and any planning applications would be dealt with by asking for an

extension or by email. It was **RESOLVED** to **APPROVE** the schedule of Parish Council meetings.

15. **Consider proposal for the purchase of solar lighting for the Astro driveway.**
    The cost of the lights will be £180 for 10 lights. There have also been some complaints about the High Street car park so lights could put on the Scout Hut with their permission. It was **RESOLVED** to **APPROVE** the purchase of the solar lighting.

16. **Consider proposal for the Parish Council to fund the crossing patrol if the Zebra Crossing is constructed.**
    The Parish Council has received a significant amount of correspondence about the proposed zebra crossing. There has been lots of support for the school crossing patrol however it was noted the school crossing patrol has been a difficult job to recruit for in the past. The community have made a strong case for having a school crossing patrol – the cost of this to the Parish Council would be about £5000 a year. It was **RESOLVED** to **APPROVE** the funding of the school crossing patrol from the point the zebra crossing is installed, with a review after 12 months.

    The location of the school crossing was discussed and it was thought that there would be merit in moving the patrol to the Deans Drove area. The location of the zebra crossing was also discussed and once the consultation had ended the Parish Council will discuss investigating moving the zebra crossing to the middle of the school site.

    Action: Cllr Bush to ask Rob Camp if the school crossing patrol could be moved.

17. **To consider report and accept quotation for construction of Sports Equipment Store between Pavilion and Scout Hut**

    Seven quotes were invited for this project – with five declining to quote. The two quotes that were received ranged from £20,500 to £43,000. Extensive investigation was carried out on the lower tenderer, including following up referees to ensure quality of work. These references had been very positive. It was recommended that the Parish Council appoint Arch Construction and approve £25,000 for the project cost to include a contingency sum and building regulations. Arch Construction would be in a position to start groundworks in late February and the steel works to start 4-6 weeks after. The Scouts and Football Club have been written to inform them of the plans. Grants for the building had been investigated but the project did not qualify for those available. It was **RESOLVED** to **APPROVE** the acceptance of the Arch Construction and allow a maximum of £25,000 +VAT for the project costs.

18. **To discuss Lytchett Matravers Summer Events**

    The February Parish Council magazine article refers to the D-Day event on June 6th and the Music Festival on June 22nd or 23rd. The Council will be looking for local bands to participate as well as sponsorship from local businesses. Cllrs noted that it would be important to engage the community to help organise the event and also to get the school involved so that the children attend. Cllrs to think about the format of the day and discuss at F&GP.

    D Day event – there will be screening of The Longest Day in the Village Hall and the beacon will be lit at 9.15pm.

Action: Cllr Aspray to circulate timetable for D Day.
Action: Cllr Abbott to arrange a meeting with Mrs Dominey about the participation of the school, either music or crafts

19. To discuss Co-Option advert and election timetable

Cllr Bush outlined the dates for the election, which had also been circulated by email. If there are more than 11 candidates then there will be an election. We should plan to put a notice in the Parish Magazine in March/April.

The Co-Option advert was discussed as the previous advert had closed so the position needs to be advertised again. The potential applicant had been advised of the May application and the need to apply twice– this will be followed up to check whether they still wish to apply at this stage.

Action: Clerk to establish whether the potential candidate wishes to apply for Co-Option.

20. Consider quotations received for Tree Surgeon Phase 1 (December 2023 report) work identified by tree survey.
The Tree Survey Quotations were circulated in advance of the meeting. Three quotes were received for the works. The lowest quote was from Poole Arbor which was £700+VAT for phase 1 and £500 for the Eldons Drove work. It was **RESOLVED** to **APPROVE** the acceptance of the Poole Arbor quote for all Phase 1 and the Eldons Drove works.
Action: Clerk to confirm tree works with Poole Arbor.

21. To resolve to approve the following payments already made:

To Whom	For What	Net	VAT	Total
RTH Services	Waste Removal at Youth Hall	275.00	0.00	275.00
BT	Office phone and broadband fee	55.98	11.19	67.17
SSE	Public lighting – October	18.86	0.94	19.80
Octopus	Sports Club Electricity – November	22.74	1.14	23.88
	Sports Club Electricity – December	27.11	1.36	28.47
O2	Parish Clerk Mobile Phone – December	11.00	2.20	13.20
Propel Finance Plc	Monthly repayment for LMPC Clerk's mobile phone -	7.42	1.48	8.90
HSBC	Bank account fee - December	5.00	0	5.00
UTB	Bank Charges – December	30.60	0	30.60

22. To resolve to approve the following payments due:

To Whom	For What	Net	VAT	Total
T Homer	Handyman duties, Dec 2023	307.39	0.00	307.39
Alison Clothier	Clerk's Cover 18/12/23-19/01/24	1300.61	0.00	1300.61
Alison Clothier	Reimbursement for Memorial Tree	54.17	10.83	65.00

Mr P Vivian	Clerk's Salary – January	514.80	0.00	514.80
St Mary's Church	Magazine Subscription – 12 months	5.00	0.00	5.00
Water 2 Business	Youth Hall water bill (Direct Debit)	105.73	0.00	105.73
H2ECO Ltd	Replacement Heat Pump	5210.00	1042.00	6252.00
Water 2 Business	Allotments water bill (Direct Debit)	283.70	0.00	283.70
Idverde	Grounds Maintenance for Row Park Cemetery	350.60	70.12	420.72
Scribe	Scribe Accounts Renewal (2024)	561.60	112.32	673.92
D&P Warr Contracting	Hedge Trimming the allotments	137.50	27.50	165.00

It was **RESOLVED** to approve all of the above payments.

23. To note any training undertaken by members or the Clerk in the past month (for purposes of report only).
The Parish Clerk had completed a Scribe new user course.

24. To note any decisions and / or action taken by Parish Clerk under "Openness of Local Government Bodies Regulations 2014", Part 3, Paragraphs 6-10, Record of Decisions and Access to Documents (for purposes of report only).
It was noted that the Locum Clerk leaves on the 26th January and the new Parish Clerk takes over on the 29th January. The phone number and email address remain the same.

25. To note correspondence received (for purposes of report only).

- Cllr Aspray – received correspondence regarding the Water Tower Planning enforcement as this is still ongoing.
  Action: Clerk to chase enforcement case for Water Tower Field.

  Cllr Huggins – correspondence about zebra crossing, traffic survey and the safety of the junction of Eldons Drove/Middle Road – all responded to.

  Cllr Morgan – correspondence about layby and loss of parking – this has been dealt with in the meeting.

  Cllr Abbott – still chasing Pharmacy lighting.

  Action: Cllr Bush to follow up the letter to Tesco about the solar lighting.

The meeting closed at 21:30 Annotated by/on ……..Signed by……

Appendix 1

Happy New 2024
Councillor Dorset Report.
I have been responding to several requests for safety improvements at the Bakers Arms roundabout which I have raised with the relevant Highways teams. Particular interest in safety for cyclists especially school children crossing north – South and speed on the approach roads.
A group of vehicle accidents at the Bloxworth turning is being investigated. On my request the signage surrounding the junction has been cleaned.
Household Support scheme round 5 will open on **Tuesday 6 February 2024 at 10am.**

The government scheme funded by the Department for Work and Pensions, provides support in the form of supermarket vouchers. Citizens Advice will be allocating this fund on behalf of Dorset Council and vouchers will be issued to residents who meet the eligibility criteria within 6 – 8 weeks.

Dorset Council households will be able to apply if they have:

- an annual household net income of less than £30,000 and
- savings of less than £16,000 and
- not applied for a previous HSF payment within the last 6 months

Applications are limited to one per household.

Residents should apply online. The application form will open at 10am. Find more details including future application window dates here: https://www.dorsetcouncil.gov.uk/household-support-fund

The Bibby Stockholm barge seems to be calming down and some of the asylum seekers have been helping with local charities and creating a better welcome.

The Power Fuel appeal application for Portland was heard by inspectors, before Christmas, the result has not yet been published.

Roads. The recent flooding and now icing has taken much workers time and has revealed yet more potholes and unstable banks.

- For emergency highways issues, call Dorset on 01305 221020 or visit our website at https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/report-a-problem/highway-emergencies
- For emergency issues on the A31, A303 and A35 west of Bere Regis, please contact National Highways.
- Flooding incidents should always be reported via https://swim.geowessex.com/glos/ or by calling the national Floodline number 0345 988 1188 (normal call charges apply). In an emergency, dial 999 if life is in danger.
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To report other weather-related incidents, telephone:

- 24 hour Wessex Water line: 0345 600 4600

- 24 hour floodline: 0345 988 118
- Environment Agency National Incident Hotline: 0800 80 70 60

For details regarding sandbags, please visit https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/flooding/sandbags-and-local-flooding-advice

You can find details of flood warnings and alerts at https://check-for-flooding.service.gov.uk/location?q=Dorset

Budget. We have had 3 budget meetings and the draft budget will be discussed again on the next 2 Fridays. We have had full reports on the proposals and where any savings can be made. It will not be finally set until 14th February. Our largest statutory duties are Adult and Children Social services. Some re-use of redundant Council buildings has happened to create a Childrens home and Care Leavers sheltered Flats, and an adult care centre. We have achieved savings on heating of buildings by PV panels. Our savings on salaries has mostly been by stopping replacing staff as they leave – though that can leave staff shortages. The Local government allocation is not as generous as the Government Press release implies. It is assumed that there will be a 3% rise in general Council tax and the allowed 2% rise for Adult care. So in effect 4.99%. It is worrying that despite the phrasing the Dorset Budget may not actually be a Balanced Budget, in that it assumes savings and efficiencies will need to be made, of between 10-14mill and they are to be underpinned by using Reserves if they do not materialise.

The Dorset Local Transport Plan is out for consultation. This will go live on 24th January but there will be paper copies available in Libraries. There was a DAPTC partnership update next week on the 18th at 6pm online I believe. This Consultation needs a strong response from the public. Has the UTC got a transport Group? Will the Council offices advertise and distribute the consultation when the paperwork is available.
The Transport Plan is full of good intentions but it is hard to get buy in from the public to be more efficient in use of transport and reduce car use by using public transport, when at present it is not comprehensive or frequent. There is a problem with an explicit need for a Bus and Train useage to reduce carbon emissions and there needs to be a better coverage, but the Bus companies do not want to cover. DC has supported some bus services during the winter on the assumption that they will be commercial in the summer. But at the moment they are desperately applying for a Government grant which might cover expansion of rural services. The Climate Change Panel has heard of some good cost saving and inventive changes at Dorset including a different approach to road maintenance. Prevention of deterioration is much more cost effective than relaying so is being moved on. Pothole filling is never going to work long term so they are thinking through different methods.
The Library consultation results are in and it looks as though Upton Library will lose a few hours, but it may make the working hours for the librarians less acceptable. I haven't checked to see how this affects Lytchett.
The Battery storage scheme BESS at Post Green farm land has been deferred but is not really controversial.
I have sent comments back about the proposed Zebra crossing having heard from a couple of residents who would be badly affected. I do not know how this will progress but wait for your responses.

Appendix 2

Lytchett Matravers Parish Council

VILLAGE ENVIRONMENT WORKING GROUP

JANUARY 24

Working Group Objective:

- Development and improvement of village amenities, principally within PC control
- Particular focus on Recreation Ground + Library Green areas + School Car Park/Sports Project.

Working Group Participants:

Ken Morgan, Alf Bush, Andrew Huggins , Karen Korenevsky, Vicky Abbot, Hannah Khanna

- Details:- Hannams Gate, Pond, Sports Pav/Scout/TT works, Boules, Rocket Park, School C Pk/SpProject.

1. Hannams Gate. Design presented to PC July 23. Details worked up for costing.
2. Sports/Scout Bldgs Entrances, Stores, Terrace + T Tennis. Design presented to PC July 23. Store quotation recommended for acceptance – agenda item 17. Phase construction with priorities to guard replacement heat pump (temp pending perm fence?), sports store then terraces to pavilion + TT areas. See Appendix 1 for Terrrace extension.
3. Pond – Survey measurements + levels + detailed design required.
4. Boules/Petanque Pitches – Layout/positions agreed. Prepare tender docs.
5. Village Notice Board Replacement – Design presented to PC July 23. Bench erected with voluntary labour and materials sponsored by local resident. Complete detailed design + tender for Notice Board..
6. Rocket Park – Surface – Bark laid by volunteers. 2x spare bags remaining.
7. Finger Post Renovations – Progress on Upper X with discounted parts available. Assemble volunteer team for training + seek sponsorship. CPRE grant possibility.
8. School Parking/Sports Project. Car park/School drop off layout issued and on hold pending zebra crossing.

Dependencies:

Sports/Football Club. DC Highways. School. Funding/Grants.

Status/Next Steps:

- Agree RAMs format for PC 'self-build' construction/infrastructure projects. See Appendix 2.
- Consider and accept quotation for Sports Store construction incl B Regs aopplication.
- Heat Pump enclosure detailed and ready for fabrication – invite quotations.
- Notice Board + Hannams Gate Boules/Petanque Pitches + invite tenders.
- Pond– Clear vegetation, survey levels dims, develop + agree designs and invite tenders.

Financial Forecast: (£000's, excluding VAT)	2023-24	2024-25	2025-26
Expense to date			
Forecast	Sp/Pav /TT/Terrace 55 Topo survey 1 Hannams Gate 5	Rocket Park Surface 80 Fingerposts 5 Contingencies 30	?

Financial Forecast: (£000's, excluding VAT)	2023-24	2024-25	2025-26
	Pond 15 Notice Board 5 Contingencies 20		
Total	101	115	?

Appendix 3

Lytchett Matravers Parish Council

Summary Report – Dorset Council Highways WG

January 2024
Working Group Objective:
Review of all Highways related projects and establishing close liaison with Dorset Council Highways.
Working Group Participants:
Andrew Huggins (Chair), Ken Morgan, Alf Bush, Peter Webb, Beverly Barker, Rob Aspray
Background:
PC projects that require Dorset Council Highways interaction and agreement. To set up a more formal working arrangement with DC Highways to progress those projects.
Dependencies:
DC Highways approval and partial funding

Status/Next Steps:

1. School Crossing – Highways have been given the green light to proceed with the Zebra crossing proposal, subject to various checks. Consultation has started – Statutory consultees first.
2. Huntick Road Cycleway – apply for approval for next section - Rozalia Meadows to Jubilee Walk
3. High Street Crossing – apply for permission to install as a 'place' project.
4. Tesco Island – Create formal notice to Tesco of intentions with DCH approval. **AH to write to Tesco CEO office again and CC Southampton Distribution centre and local store manager – not done yet.**
5. 20 MPH Zones – Apply for central village area to be set to 20 mph. **Traffic survey results received – we asked DC if the results indicated the site was a good candidate for 20mph – no response received.**
6. Drop kerbs – proposal deferred to Sept 2023 F&GP meeting for installation of dropped kerbs on the Spinney, Burbidge Close and Vineyard Close. Cost Approx £13.5K. Budgeted £15K- **Discussions ongoing with DC Highways over spec. Working towards quote which will stand to end March 2024.**
7. **Public Consultation currently underway until 25th Jan 2024. Also consideration of parking restrictions. Some public correspondence has been received to the clerk which I have responded to.**
8. **Awaiting draft online Survey to launch to the public – reviewed questions following Dec Full Council.**

Financial Forecast: (£000's, excluding VAT)	**2024-25**	**2025-26**	**2026-27**
Expense to date			
Forecast	175[1]	80[2]	250[3]
Total	175	80	250

Notes:
1. School crossing – High St crossing 75, 20MPH – 30, Drop kerbs – 15, Huntick cycleway stage 2 – 35
2. Tesco forecourt - 80
3. Huntick cycleway stage 3 – 250 LMPC contribution to overall cost.

Appendices:
None

Appendix 4

Lytchett Matravers Parish Council
Lytchett Matravers Youth Hall Working Group (LMYH WG) January 2024

Working Group Objective:
- Renovate LM Youth Hall for community use & Youth Club. Develop business plan for use.
- Fundraise to enable rebuild of purpose-built, energy-efficient building.

Working Group Participants:
Council members: Beverly Barker (Chair), Ken Morgan, Alf Bush,
Community members: Clare Duran, Chris Wilson, Roger Ong, Kris Knudsen, Ben Cross, Alex Brenton

Background:
The Youth Hall (LMYH) owned by LMPC. Land leased from DC until 19/12/2056 and covenanted for youth-oriented purposes. LMPC has applied for land-transfer. Building old but structurally sound, with asbestos in roof and in need of general repair and improvements to ensure accessibility and sustainability, etc. Original large scale renovation plan scaled back July 23 following decision to work towards longer term rebuild. Revised renovation plan:
- **Stage 1: bring building back into immediate use with budget of £15k for minor works (excluding cost for windows installed in April '23).**
- **Stage 2: work on business case, design plans and funding for full rebuild within 24-months. All approvals debated at Full Council**. See minutes for further details https://lytchettmatraverspc.org/full-council/.

Dependencies on long-term ownership: DC – land transfer

Stage 1 progress
- April '23: New windows installed to make watertight.
- July '23: Stage 1: Minor work budget approved. Est. £15k. [WC: make accessible. Kitchen: repair/replace water heater, install fridge, cooker, etc. Partition wall: improve accessibility. Repaint throughout
- Oct '23: tenders for carpentry and plumbing approved. Internal decoration prep undertaken.
- Nov '23: Documentation approved for LMYH charity. LMPC financial management of LMYH approved.
- Dec '23: Internal carpentry and plumbing completed, Doc-M pack installed, etc. Painting ongoing.

Fundraising
- Nov' 23: Lord Rockley agreed grant to LMYH&YC £6,000 for 2024 and 2025
- Jan' 24: DC grant application submitted for £3k towards Kitchen Project from Culture Fund Round 8.

Immediate next steps

- w/c 22/1/24: submit 2nd grant application to DC; for £10k towards heating, lighting, cloakroom services, etc., UK Shared Prosperity Fund [requiring £1k matched funding]

Current requirements and recommendations.

- Ceiling painting: Quote for painting & filling: £700. Pencilled in for Feb half term break. Approval needed
- LMPC to confirm ground maintenance contract has been formally increased for 2024-25, with start date.
- Car park flooding: Concepts received Dec'23. Revised schedule of work done Jan'24. LMPC to get quote
- Cars in car park: LMPC to confirm agreement with local garage and agree approach to future parking.
- Exterior window finish & trim: Quoted at £25 per window. c£700. KM to chase
- Gutters: adjustment/replacement needed to overcome spillage/wall damage. LMPC to get quotes.
- Lighting: Car park to LMYH needed [PI & time delay, etc]. Upgrade centre lights to LED. Check fire exit requirements. AEC (SW) to quote.

LMPC Financial Forecast:

Excluding VAT	Detail		2023-24	2024-25	2025-26
Budget			75,000	TBC	TBC
- £10k window/ door budget	**Stage 1: Initial spend** 18/04/23: Replacement windows 26/05/23: Replacement windows 19/10/23: Front/Fire Doors, int trim	 4075 4075 2780	Stage 1 10,930		Stage 2
- £15k minor internal work budget (reduction from original £65k for major internal work)	**Minor internal work: spend to date** 6/11/23: Cleaning 29/11/23: Coffee machine & pods 17/11/23: WC & partition, extra int fire door 23/12/13: Plumbing & water heater 9/1/24: Waste removal	 112 489 2330 1217 275	4,423		
	Minor internal work: forecast ~ Additional Cleaning ~ External window trim ~ Ceiling painting ~ Kitchen equipment ~ Car Park groundworks, lighting, etc	 258 400 700 1300 6,989	9,647		
Reserved for new-build			50,000		
Total			75,000		

Lytchett Matravers Youth Hall
Cash flow forecast for period January 2024 - March 2026

Notes		Notes	Jan	Feb	Mar	Total	Notes	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Notes	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Balnce
INCOME																																			
Fundraising																																			
Grants and donations				170		**£170.00**		6000												**£6,000.00**		6000													**£6,000.00**
Youth Club																																			
Membership Fe	Est £1/wk	£1	£1	100	75	**£175.00**		125	75	80	60	10	120	150	120	90	240	240	180	**£1,490.00**	£1	300	180	200	160	30	320	400	320	180	240	240	180	**£2,750.00**
Tuck sales	Est £2/person	£2	£2	200	150	**£350.00**		250	150	160	120	20	240	300	240	180	480	480	360	**£2,980.00**	£2	600	360	400	320	60	640	800	640	360	480	480	360	**£5,500.00**
Events		£5		250	250	**£500.00**		250		200	150	100		300	300			300		**£1,600.00**		300		250	200	150		400		300	300	300	300	**£2,500.00**
Coffee/Lunch Club																																			
Food & Drink	Est £2-3/person	£3	£3	180	135	**£315.00**		150	90	120	120	30	120	300	360	270	720	720	360	**£3,360.00**	£3	600	360	480	480	120	480	600	480	360	720	720	360	**£5,760.00**
Hall hire																																			
AM, PM	£40/sessio 2-3/wk	£40	£40	320	240	**£560.00**	£40	400	240	320	320	80	480	600	480	360	480	480	360	**£4,600.00**	£40	600	360	480	320	80	480	600	480	360	480	480	360	**£5,080.00**
Evening Clubs	£40/sessio 2-3/wk	£40	£40	320	240	**£560.00**	£40	400	240	320	320	80	480	600	480	360	480	480	360	**£4,600.00**	£40	600	360	480	320	80	480	600	480	360	480	480	360	**£5,080.00**
Parties/Ad hoc	£50/sessio 1/mth	£60	£60	60	60	**£120.00**	£60	60		60	60	60	60	60	60	60	60	60	60	**£660.00**	£60	60	60	60	60	60	60	60	60	60	60	60	60	**£720.00**
Total in				**1600**	**1150**	**£2,750.00**		**7635**	**795**	**1260**	**1150**	**380**	**1500**	**2310**	**2040**	**1320**	**2460**	**2760**	**1680**	**£25,290.00**		**9060**	**1680**	**2350**	**1860**	**580**	**2460**	**3460**	**2460**	**1980**	**2760**	**2760**	**1980**	**£33,390.00**
EXPENSES																																			
Personnel																																			
Youth Leader	2x2.5hr	12		755	755	**£1,510.29**	2x2.5hr	755	755	755	755	755	755	755	755	755	755	755	755	**£9,061.72**	2x4hr	1070	1070	1070	1070	1070	1070	1070	1070	1070	1070	1070	1070	**£12,837.44**
youth worker	2x2.5hr	7		343	343	**£686.15**	2x2.5hr	343	343	343	343	343	343	343	343	343	343	343	343	**£4,116.91**	2x4hr	490	490	490	490	490	490	490	490	490	490	490	490	**£5,881.30**
Travel, Training, IT support, resources				126	126	**£251.25**		126	126	126	126	126	126	126	126	126		138	138	**£1,406.98**		138	138	138	138	138	138	138	138	138	138	138	138	**£1,658.23**
Management fees & taxes @25%		25%		306	306	**£611.92**		306	306	306	306	306	306	306	306	306	275	309	309	**£3,646.40**		425	425	425	425	425	425	425	425	425	425	425	425	**£5,094.24**
Additional Staff/Volunteer costs																																			
Travel & Exp				50	50	**£100.00**		50	50	50	50	50	50	50	50	50	50	50	50	**£600.00**		50	50	50	50	50	50	50	50	50	50	50	50	**£600.00**
Professional fees/audit									200								200			**£400.00**			200								200			**£400.00**
Food Consumables																																			
Tuck shop	Avg 25 members			100	75	**£175.00**		125	75	80	60	10	120	150	120	90	240	240	180	**£1,490.00**		300	180	200	160	30	320	400	320	180	240	240	180	**£2,750.00**
Warm space Coffee shop	Avg 15-20 users			90	68	**£157.50**		75	45	60	60	15	60	150	180	135	360	360	180	**£1,680.00**		300	180	240	240	60	240	300	240	180	360	360	180	**£2,880.00**
One-off equipment costs																																			
Coffee machine, soup tureen, cooker, fridge,			1350			**£1,350.00**		300												**£300.00**		300												**£300.00**
Utensils, crockery, cutlery, etc			184			**£184.00**		300												**£300.00**		300												**£300.00**
IT, Laptop, etc			1000			**£1,000.00**		300												**£300.00**		300												**£300.00**
Ongoing Equipment costs																																			
Accounting software			20	20	20	**£60.00**	+5%	20	20	20	20	20	20	20	20	20	21	21	21	**£243.00**	+5%	21	21	21	21	21	21	21	21	21	21	21	21	**£252.00**
Website hosting			500	8	8	**£516.67**	+5%	8	8	8	8	8	9	9	9	9	9	9	9	**£104.83**	+5%	9	9	9	9	9	10	10	10	10	10	10	10	**£111.13**
Sum-Up			500	8	8	**£516.67**	+5%	8	8	8	8	8	9	9	9	9	9	9	9	**£104.83**	+5%	9	9	9	9	9	10	10	10	10	10	10	10	**£111.13**
Utilities																																			
Electricity			300	300	200	**£800.00**	+10%	200	200	200	200	300	300	300	300	300	330	330	220	**£3,180.00**	+10%	220	220	220	220	330	330	330	330	330	330	330	330	**£3,520.00**
Water			100	100	100	**£300.00**	+5%	100	100	100	100	100	100	100	100	100	105	105	105	**£1,215.00**	+5%	105	105	105	105	105	105	105	105	105	105	105	105	**£1,260.00**
Internet			1	1	1	**£3.00**	+5%	1	1	1	1	1	1	1	1	1	1	1	1	**£12.00**	+5%	1	1	1	1	1	1	1	1	1	1	1	1	**£12.00**
Mobile for YL	VoIP phone		35	35	35	**£105.00**	+10%	35	35	35	35	35	37	37	37	37	39	39	39	**£437.50**	+10%	39	39	39	39	39	40	40	40	40	40	40	40	**£475.48**
TV License			13.5	13.5	13.5	**£40.50**	+5%	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	14	14	14	**£164.03**	+5%	14	14	14	14	14	14	14	14	14	14	14	14	**£170.10**
Washroom supplies (Initial)			380.0	37.9	37.9	**£455.70**		37.9	37.9	37.9	37.9	37.9	37.9	37.9	37.9	37.9	37.9	37.9	37.9	**£454.20**	+5%	40	40	40	40	40	40	40	40	40	40	40	40	**£476.91**
Building																																			
Rates																																			
Building & Public Liability Insurance			50	50	50	**£150.00**	+5%	50	50	50	50	50	50	50	50	50	55	55	55	**£615.00**	+5%	55	55	55	55	55	55	55	55	55	55	55	55	**£660.00**
Contents insurance			35	35	35	**£105.00**	+5%	35	35	35	35	35	40	40	40	40	39	39	39	**£450.50**	+5%	39	39	39	39	39	44	44	44	44	44	44	44	**£500.50**
Cleaning		**48**	240	192	192	**£624.00**	51	240	192	192	240	192	192	240	192	192	270	216	216	**£2,574.00**	54	270	216	216	270	216	216	270	216	216	270	216	216	**£2,808.00**
Equipment & general maintenance accrual			50	50	50	**£150.00**		50	50	50	50	50	50	50	50	50	50	50	50	**£600.00**		50	50	50	50	50	50	50	50	50	50	50	50	**£600.00**
Activity costs																																			
Printing & stationery			50	50	50	**£150.00**		50	50	50	50	50	50	50	50	50	50	50	50	**£600.00**		50	50	50	50	50	50	50	50	50	50	50	50	**£600.00**
Film nights					90	**£90.00**		90		90			90					90		**£450.00**		90		90			90				90			**£450.00**
Disco				200		**£200.00**					200				200					**£400.00**					200					200			**£600.00**
Total out			**4809**	**2871**	**2613**	**£10,292.64**		**3619**	**2701**	**2611**	**2749**	**2596**	**2669**	**2927**	**2989**	**2714**	**3252**	**3260**	**2820**	**£34,906.91**		**4683**	**3599**	**3569**	**3693**	**3329**	**3718**	**4002**	**3718**	**3718**	**4102**	**3758**	**3718**	**£45,608.44**
Cash balance start of month				-4809	-6079	TRUE		-7543	-3526	-5432	-6783	-8382	-10598	-11767	-12384	-13333	-14728	-15519	-16020	TRUE		-17160	-12783	-14702	-15921	-17754	-20503	-21761	-22303	-23561	-25299	-26642	-27640	TRUE
Net in/out per month			-4809	-1271	-1463	TRUE		4016	-1906	-1351	-1599	-2216	-1169	-617	-949	-1394	-792	-500	-1140	TRUE		4377	-1919	-1219	-1833	-2749	-1258	-542	-1258	-1738	-1342	-998	-1738	TRUE
Cash balance end month			-4809	-6079	-7543			-3526	-5432	-6783	-8382	-10598	-11767	-12384	-13333	-14728	-15519	-16020	-17160			-12783	-14702	-15921	-17754	-20503	-21761	-22303	-23561	-25299	-26642	-27640	-29378	